



Dr. Larry Wallace Jr., Mayor  
Deja Hill, Mayor Pro Tem, Place 5  
Emily Hill, Place 1  
Maria Amezcua, Place 2  
Dr. Christopher Harvey, Place 3  
Danny Scarbrough, Place 4  
Valerie Dye, Place 6

**CITY COUNCIL  
CALLED SPECIAL SESSION  
AGENDA**

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**Monday, May 4, 2020**

**1:00 p.m.**

**Manor City Hall – Council Chambers  
105 E. Eggleston Street**

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**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the speaker card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments**

**CONSENT AGENDA**

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. Consideration, discussion, and possible action to approve the City Council Minutes of the April 23, 2020, Called Special Session.

Lluvia T. Almaraz,  
City Secretary

## REGULAR AGENDA

- |   |                                       |
|---|---------------------------------------|
| 2. Consideration, discussion, and possible action to recognize Manor's Response to COVID-19.  | Thomas Bolt,<br>City Manager          |
| 3. Consideration, discussion, and possible action on an ordinance amending the Code of Ordinances to create the Emergency Management Committee.   | Thomas Bolt,<br>City Manager          |
| 4. Consideration, discussion, and possible action on a resolution authorizing the City of Manor to submit an application for St. David's Foundation Grant Program to provide funding to the City of Manor's locally qualified volunteer programs. | Thomas Bolt,<br>City Manager          |
| 5. Consideration, discussion, and possible action on the sale of Manor's Police Department equipment to include a 2014 Chevy Tahoe to Manor ISD for filling vacancies in their police vehicle fleet.  | Ryan Phipps,<br>Chief of Police       |
| 6. Consideration, discussion, and possible action on the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2019.  | Lydia Collins,<br>Director of Finance |

## ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

## POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, May 1, 2020, at 12:40 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

## NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

*The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org)*



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 4, 2020

**PREPARED BY:** Lluvia T. Almaraz, City Secretary

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the April 23, 2020, Called Special Session.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

**ATTACHMENTS:** ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

April 23, 2020, Called Special Session Minutes

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the City Council Minutes of the April 23, 2020, Called Special Session Minutes.

**PLANNING & ZONING COMMISSION:** ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

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**CITY COUNCIL  
SPECIAL SESSION MINUTES  
APRIL 23, 2020  
Via Telephone/Video Conference**

The meeting was live streamed on Facebook Live beginning at 1:20 p.m.  
<https://www.facebook.com/cityofmanor/>

Notice was given in accordance with an order of the Office of the Governor issued March 16, 2020, the City Council conducted this meeting by video/telephone conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There was no public access to the location described above.

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

- *Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.*

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- *All Speakers must address their comments to the Mayor rather than to individual Council Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.*

Mayor Wallace Jr. advised that all votes would be conducted by a Roll Call Vote, meaning each City Council Member would be called on separately to cast their vote.

**PRESENT VIA ZOOM:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

Emily Hill, Place 1  
Maria Amezcua, Place 2  
Dr. Christopher Harvey, Place 3  
Danny Scarbrough, Place 4 (Via Telephone)  
Deja Hill, Mayor Pro Tem, Place 5  
Valerie Dye, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Assistant Development Services Director

**SPECIAL SESSION – 1:20 P.M.**

With a quorum of the Council Members present via video/telephone conference, the special session of the Manor City Council was called to order by Mayor Wallace Jr. at 1:20 p.m. on Thursday, April 23, 2020.

**PLEDGE OF ALLEGIANCE**

Mayor Wallace Jr. led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments received prior to the meeting.

**CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the April 15, 2020, Regular Meeting.**

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to approve and adopt all items on the Consent Agenda.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 7-0**

## REGULAR AGENDA

2. **Consideration, discussion, and possible action on a Resolution finding that Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factor pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city should be denied.**

The City staff recommended that the City Council approve Resolution No. 2020-03 to deny the Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factory pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city.

Armando Perez with Oncor, 350 Texas Avenue, Round Rock, Texas, submitted a card in support of this item; however, he did not wish to speak but was available via telephone to address any questions posed by the City Council.

City Manager Bolt discussed the resolution denying the application to increase distribution rates within the city.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve Resolution No. 2020-03 to deny the Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factory pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

### **Motion to approve carried 7-0**

3. **Consideration, discussion, and possible action on a license agreement with the Hamilton Point Homeowners Association, Inc., for the installation and maintenance of four (4) message posts along the right-of-way in Hamilton Point Subdivision.**

The City staff recommended that the City Council approve a license agreement with the Hamilton Point Homeowners Association, Inc., for the installation and maintenance of four (4) message posts along the right-of-way in Hamilton Point Subdivision.

City Manager Bolt discussed the license agreement with the Hamilton Point Homeowners Association.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Dr. Harvey, to approve a license agreement with the Hamilton Point Homeowners Association, Inc., for the installation and maintenance of four (4) message posts along the right-of-way in Hamilton Point Subdivision.

Mayor Wallace Jr. open the floor for any questions to the motion.

The discussion was held regarding the maintenance of the message posts.

The discussion was held regarding HOA Fees for Hamilton Point residents.

City Manager Bolt stated that the HOA would be responsible for the maintenance of the boards and the city did not have control of any HOA fees.

There was no further discussion.

**Motion to approve carried 7-0**

**4. Consideration, discussion, and possible action on a development agreement for the Grassdale at Manor Apartments and the City of Manor.**

The City staff recommended that the City Council approve a development agreement for the Grassdale at Manor Apartments and the City of Manor.

John Taylor with Callaway Architecture, 1207 Hampshire Lane, Richardson, Texas, submitted a card in support of this item; however, he did not wish to speak but was available via telephone to address any questions posed by the City Council.

Michael Walker with The Grassdale at Manor, LLC, 16051 Addison Rd., Suite 201, Addison, Texas, submitted a card in support of this item; however, he did not wish to speak but was available via telephone to address any questions posed by the City Council.

City Manager Bolt discussed the development agreement for the Grassdale at Manor Apartments and the City of Manor.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Dr. Harvey, to approve a development agreement for the Grassdale at Manor Apartments and the City of Manor.

Mayor Wallace Jr. open the floor for any questions to the motion.

The discussion was held regarding the description of the property.

The discussion was held regarding the bufferyard requirements.

The discussion was held regarding the parking agreement for the development.

There was no further discussion.

**Motion to approve carried 7-0**

**5. Consideration, discussion, and possible action on an Ordinance Continuing a State of Local Disaster Declaration for the City of Manor.**

The City staff recommended that the City Council approve Ordinance No. 573 Continuing a State of Local Disaster Declaration for the City of Manor until June 1, 2020.

Mayor Wallace Jr. explained the ordinance for continuing a state of local disaster declaration for the City of Manor until June 1, 2020.

**MOTION:** Upon a motion made by Council Member Emily Hill and seconded by Council Member Dye, to approve Ordinance No. 573 Continuing a State of Local Disaster Declaration for the City of Manor until June 1, 2020.

Mayor Wallace Jr. open the floor for any questions to the motion.

Council Member Scarbrough inquired about the Travis County Judge's order.

The discussion was held regarding the extension of the declaration for local governments permitted by Texas Local Government Code Section 418 as needed.

The discussion was held regarding the clarification of the extension dates.

There was no further discussion.

**Motion to approve carried 7-0**

Before adjourning, Mayor Wallace Jr. acknowledge and announced an accomplishment by the City Secretary Lluvia Almaraz. He read the attached letter received by the Texas Municipal Clerks Association, Inc. He congratulated Lluvia and expressed his and Council's appreciation for her job duties for the City of Manor.

**ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 2:01 p.m. on Thursday, April 23, 2020.

These minutes approved by the Manor City Council on the 4<sup>th</sup> day of May 2020.



**APPROVED:**

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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes



April 13, 2020

The Honorable Dr. Larry Wallace, Jr.  
Mayor  
City of Manor  
150 E. Eggleston Street  
Manor, Texas 78653

Dear Mayor Wallace:

This letter is to inform you that of 595 member cities, the Office of the Municipal Clerk in the City of Manor is one of 18 to receive the inaugural Texas Municipal Clerk's Achievement of Excellence Award.

The program recognizes the statutory requirements and demands for the effective management of resources for proper governance by the municipal clerk's office. The award itself recognizes municipal clerk offices throughout the state for compliance with federal, state and local statutes that govern standards necessary to fulfill the duties and responsibilities of the office. A municipal clerk office must have met and demonstrated nine of 12 standards to be eligible to receive the award. The 12 standards considered by a committee of your municipal clerk's peers include:

- Records Management
- Professional Development / Certifications
- Government Transparency
- Elections
- Awards/Recognitions
- Public Information Act
- Open Meetings Act
- Boards/Commissions
- Municipal Clerk Office Policies/Procedures
- Other Areas of Responsibility
- Innovation/Stream Line Projects
- Establish Departmental Training

The recipients of this distinguished award will be announced in the July issue of the TMCA, Inc., newsletter and will be officially recognized in October at the awards banquet held during our annual Graduate Institute in Corpus Christi.

Sincerely,

Thelma A. Gilliam, TRMC, CMC  
Chair, Achievement of Excellence Award Committee  
Texas Municipal Clerks Association, Inc.



C: Achievement of Excellence Award Committee  
Shelley George, TRMC, CMC – TMCA, Inc., President  
Alicia Richardson, TRMC, CMC – Committee Board Liaison



AGENDA ITEM NO. <sup>2</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 4, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to recognize Manor's Response to COVID-19.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Manor's Response to COVID-19

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STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council recognize Manor's Response to COVID-19.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

## **Manor's Response to COVID-19**

*Overview:* The City of Manor (CoM) established six-pathways to success during the coronavirus 2019 (COVID-19) pandemic.

*Goal:* Identify sources and methods of providing sustainable health and food services; youth support; COVID-19 testing; and mental health support

*Objective:* Streamline strategic coordination and planning efforts with local groups and governmental authorities to respond to the impacts of COVID-19.

*Pathways:*

1. Identify and Establish Contact with Community Volunteer Programs and Local Service Providers. Facilitate targeted assistance to populations designated as vulnerable by the CoM.
  - a. Establish contact and create lines of communication with volunteer community groups (e.g., Manor Texas COVID-19) via highly utilized and contemporary social media, text, etc., platforms to capture majority of the community within an area of familiarity.
  - b. Establish and create lines of communication with points of contact with local and county services (e.g., health, EMS, police, water, electricity, etc.) for city limit and extraterritorial jurisdiction.
2. Localized Food Distribution System. Identify and prioritize city limit and extraterritorial jurisdiction residential needs for designated low-income and high-need populations
  - a. Coordinate with local organizations, business owners, and county services to identify facilities for use as temporary collection, package, and distribution centers.
  - b. Coordinate with county and regional entities (e.g., Central Texas Food Bank) for to establish a food transfer pipeline from their facility to identified temporary distribution sites in Manor.
  - c. Coordinate with local grocery stores, farmer markets, restaurants and community members for unused items transferred to local distribution sites in Manor.
  - d. Identify and coordinate with local organizations who can support food donation and distribution efforts.
3. Local COVID-19 Testing. Facilitate increased testing and access to testing in the community.
  - a. Advocate for local testing facilities.
  - b. Identify and provide information about local and area testing locations

## Manor's Response to COVID-19

### 4. Commitment to Manor Youth.

- a. Coordinate with educational systems for structured study and down-time schedules for community dissemination.
- b. Minimize and mitigate potential juvenile delinquencies.
- c. Support innovative and balanced youth-oriented programs, initiatives, child safety and wellbeing programs that provide for their physical, emotional and intellectual needs.

### 5. Community Social Messaging Method. Ensure consistency of official information to mitigate rumors, paranoia and hysteria via unofficial and unapproved data and to provide information to the community about food distribution, youth support, testing, mental health, and other resources.

- a. Subscribe to and disseminate (as appropriate) Governor, Lieutenant Governor, and any other pertinent county and national organization email notification systems to enable real-time situational awareness.
- b. Join pertinent social media groups to proactively communicate via who, what, when, where, and why for each post to mitigate inaccurate information and potential hysteria.
- c. Collaborate, coordinate, and communicate COVID-19 information and resources to the community-at-large via Manor Journal, Manor Chamber of Commerce, Manor ISD, City Hall, etc.

### 6. Faith-Based Support Structure. Support community-wide and individual stressors and identifying needs at the community and individual level.

- a. Communicate with local religious and spiritual leaders to establish a system to best assist current and future community needs for shelter-in-place or lockdown restrictions and social and economic impacts of COVID-19.
- b. Identify and establish contact with organizations who can support COVID-19 stress related expressions and acts by residents.

*Generated By:*

Dr. Larry Wallace Jr.  
Mayor, City of Manor



AGENDA ITEM NO. <sup>3</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 4, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an ordinance amending the Code of Ordinances to create the Emergency Management Committee.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance No. 574

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve Ordinance No. 574 amending the Code of Ordinances to create the Emergency Management Committee.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

## **ORDINANCE NO. 574**

### **AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE CODE OF ORDINANCES TO CREATE THE EMERGENCY MANAGEMENT COMMITTEE; PROVIDING FOR MEMBERS OF THE COMMITTEE AND ITS PURPOSE; PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City Council of the City of Manor, Texas finds that it is reasonable and necessary to establish an Emergency Management Committee to perform the functions set forth herein;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:**

**Section 1.     Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2.     Emergency Management Committee Established.** Article 1.05 of the City of Manor Code of Ordinances is hereby amended to add Division 4, entitled “Emergency Management Committee”, to read as follows:

#### **Sec. 1.05.071. – Purpose**

The Manor Emergency Management Committee is hereby established. The purpose of the Manor Emergency Management Committee is to coordinate and integrate activities and capabilities needed to mitigate against, prepare for, respond to, and recover from emergencies, declared disasters or hazards. The Committee shall meet according to the schedule determined by the Committee and shall report its recommendations back to the City Council. The City Council may give additional direction and duties to the Committee from time to time.

#### **Sec. 1.05.072. – Membership**

The Committee shall be composed of five members as follows: the Mayor, two City Council members appointed by the City Council, the City Manager, and the Chief of Police.

**Section 3.     Amendment Of Ordinances.** The City of Manor Code of Ordinances is hereby amended as provided herein. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

**Section 4.     Severability.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by

a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

**Section 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

**PASSED AND APPROVED** on this 4<sup>th</sup> day of May 2020.

**THE CITY OF MANOR, TEXAS**

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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

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Lluvia T. Almaraz,  
City Secretary





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 4, 2020

**PREPARED BY:** Thomas Bolt, City Manager

**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution authorizing the City of Manor to submit an application for St. David's Foundation Grant Program to provide funding to the City of Manor's locally qualified volunteer programs.

### BACKGROUND/SUMMARY:

St. David's Foundation Grant Program funds will allow the City of Manor to assist local volunteer programs to better serve the citizens of Manor, Texas.

St. David's Foundation's mission is to create healthier lives for all Central Texans by addressing the region's top health challenges. For example:

In response to the current crisis and unprecedented circumstances caused by the global COVID-19 pandemic, St. David's Foundation has launched a \$10 million *St. David's Foundation COVID-19 Recovery Fund: Lifting Up Central Texas Today and Tomorrow* to support nonprofits impacted during this extraordinary time. The fund will provide grants supporting both the immediate and intermediate needs of nonprofits working on the front lines to provide emergency assistance to those in Central Texas' most vulnerable communities impacted by COVID-19.

"Across the world and in Central Texas, the effect of COVID-19 on the nonprofit community is truly existential. We are not just experiencing a short-term crisis, but, more profoundly, a long-term health issue with implications far beyond what any of us can imagine today," said Edward Burger, Ph.D., President and CEO, St. David's Foundation. "Through our *St. David's Foundation COVID-19 Recovery Fund*, St. David's Foundation hopes to alleviate some of the needs of our community – both the urgent and eventual – as we look to stabilize and then rebuild. More than ever, we are strategically committed to the health and well-being of our community."

The *St. David's Foundation COVID-19 Recovery Fund* complements the efforts of local health departments, public health officials, and federal subsidies by providing financial support to impacted nonprofits located in Bastrop, Caldwell, Hays, Travis and Williamson Counties. Eligibility is open to 501(c)3 organizations within these five counties to support the immediate and intermediate needs of those working to improve health and support members of the community.

Priority populations for this fund include older adults at risk of social isolation, women, children, and vulnerable populations, with special attention given to rural communities. Direct service providers, such as those supporting essential healthcare, human services, and food insecurity directly connected to COVID-19, are vital in this recovery effort and will be prioritized for funding through this significant initiative. Furthermore, the fund will also prioritize work related to other factors that impact health and well-being including telehealth, mental health, and youth serving organizations.

The recovery fund is one of many relief efforts coordinated by St. David's Foundation in response to the COVID-19 crisis. As of March 2020, the Foundation has converted nearly \$16 million in existing grants allowing for flexibility to fund general operating expenses for our grantees as they navigate the impact through this evolving and uncertain time. In addition, the Foundation continues to evaluate community-wide, collaborative funds supporting COVID-19 relief initiatives to determine how to make meaningful and strategic impact within the Central Texas region.

"In an effort to support both the short- and long-term impacts of COVID-19, funding will be phased in the coming months as we assess how the Foundation can best mitigate the impact of this crisis as well as the level of need and urgency," said Burger. "As such, this fund aims to ensure that nonprofits on the front lines of this unprecedented fight for community wellness can continue operating today, so that their vital contributions will be felt tomorrow. We are committed to working alongside our community and remaining flexible as needs change with a focus on long-term impact through innovation and collaboration – two core values of St. David's Foundation."

Funding submissions will be accepted beginning April 13, 2020. In an effort to strategically coordinate resources, we will have three application submission deadlines throughout 2020: May 7; August 13; and October 15.

**PRESENTATION:** ☐YES ☒NO

**ATTACHMENTS:** ☐YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☒NO

Resolution No. 2020-04

**STAFF RECOMMENDATION:**

It is City staff's recommendation that City Council approve Resolution No.2020 – 04 authorizing the City of Manor to submit an application for St. David's Foundation to provide funding to the City of Manor's locally qualified volunteer programs.

**PLANNING & ZONING COMMISSION:** ☐RECOMMENDED APPROVAL ☐DISAPPROVAL ☒NONE

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**RESOLUTION NO. 2020-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF AN APPLICATION FOR THE ST. DAVID'S FOUNDATION GRANT PROGRAM; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICIAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE ST. DAVID'S FOUNDATION GRANT PROGRAM.**

**WHEREAS**, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the City file an application to the St. David's Foundation Grant Program; and

**WHEREAS**, the City of Manor finds that any moneys awarded by the St. David's Foundation Grant Program will assist local programs to better serve its citizens.

**WHEREAS**, the City of Manor agrees that in the event of loss or misuse of the funds obtained from the St. David's Foundation Grant Program, City of Manor assures that the funds will be returned to the St. David's Foundation Grant Program in full; and

**WHEREAS**, the City of Manor designates the City Manager as the grantee's authorized official;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;**

City of Manor, Texas approves submission of a grant application for the St. David's Foundation Grant Program. The authorized official is given the power to apply for, accept, reject, administer, alter or terminate the grant and the grant funds on behalf of the applicant agency.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 4<sup>th</sup> DAY OF MAY 2020.**

**CITY OF MANOR, TEXAS**

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Dr. Larry Wallace, Jr.,  
Mayor

**ATTEST:**

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Lluvia T. Almaraz,  
City Secretary



**AGENDA ITEM SUMMARY FORM****PROPOSED MEETING DATE:** May 4, 2020**PREPARED BY:** Ryan Phipps, Chief of Police**DEPARTMENT:** Police

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the sale of Manor's Police Department equipment to include a 2014 Chevy Tahoe to Manor ISD for filling vacancies in their police vehicle fleet.

**BACKGROUND/SUMMARY:**

The Manor Police Department currently has 2 inoperable police vehicles that will not be repaired and are scheduled for replacement. The Manor ISD Police Department has recently been established and has requested to purchase one of the two vehicles to fill a void in their fleet. One of the following two vehicles will be selected by the Manor ISD Chief of Police:

2014 Chevy Tahoe VIN 1GNLC2E05ER184869

2014 Chevy Tahoe VIN 1GNLC2E05ER181891

Retail value of the vehicle is approximately \$10,000 to \$14,000 and with this purchase owned emergency equipment would transfer with the sale with the exception of the police radio, in-car camera system and the mobile data computer (MDC) mount. The estimated repair for known issue is approximately \$4,645.68 for transmission repair/replacement for both units. Therefore the price of \$10,000 was agreed upon for MISD to purchase one of the above mentioned vehicles.

**PRESENTATION:** ☐ YES ☒ NO**ATTACHMENTS:** ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☒ NO**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the sale of one (1) identified police vehicles, to Manor ISD Police Department for the amount of \$10,000 excluding the transfer of the Police Radio, in-car camera system MDC mount.

**PLANNING & ZONING COMMISSION:** ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

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## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 4, 2020

**PREPARED BY:** Lydia Collins, Finance Director

**DEPARTMENT:** Finance

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2019.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

**ATTACHMENTS:** ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

City of Manor Annual Financial Report and Independent Auditor's Report Year Ended September 30, 2019

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council accept the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2019.

**PLANNING & ZONING COMMISSION:** ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

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**CITY OF MANOR, TEXAS  
ANNUAL FINANCIAL REPORT  
AND  
INDEPENDENT AUDITORS' REPORT  
YEAR ENDED SEPTEMBER 30, 2019**

# CITY OF MANOR, TEXAS

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## CITY OF MANOR, TEXAS

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## **INDEPENDENT AUDITORS' REPORT**

To the Honorable Mayor and  
Members of the City Council  
City of Manor, Texas

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3-10, budgetary comparison information on page 47, schedule of changes in the City's net pension asset/liability and related ratios - last ten years on page 50-51, Texas Municipal Retirement System schedule of funding progress on page 52, and Schedule of Changes in the City's Total OPEB Liability and Related Ratios on page 53 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated DATE, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Austin, Texas  
DATE

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(UNAUDITED)**



**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

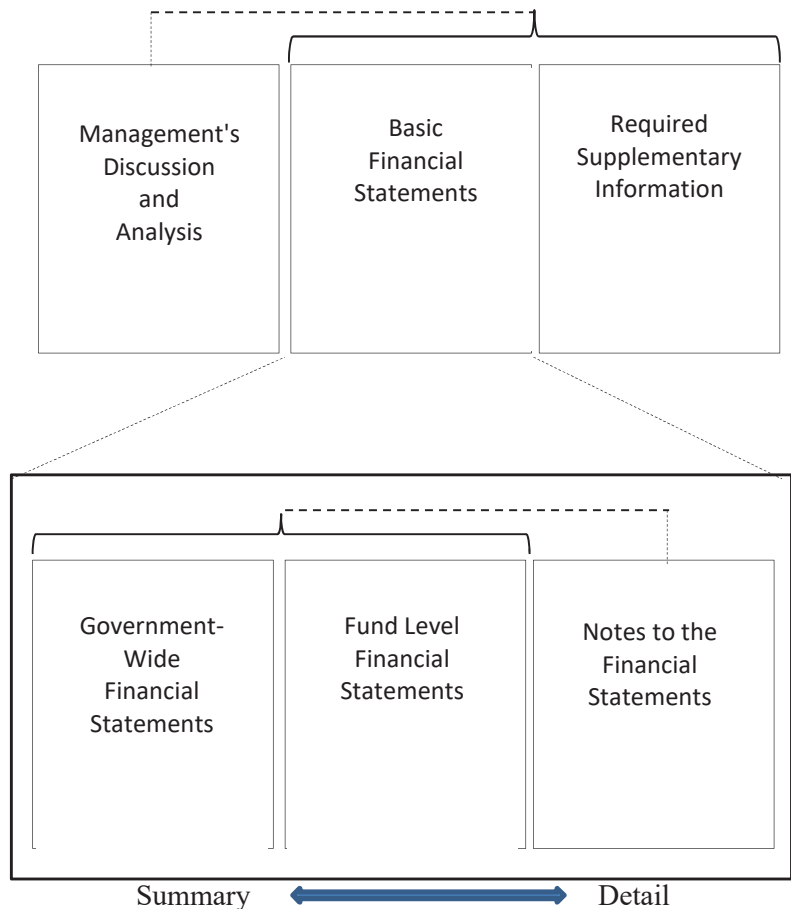
This section of the City of Manor's (the City) annual financial report presents management's discussion and analysis of the City's financial performance during the fiscal year ended September 30, 2019. This discussion and analysis should be read in conjunction with the City's financial statements.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of three parts - management's discussion and analysis (this section), the basic financial statements, and the required supplementary information. The basic financial statements include two types of statements that present different views of the City:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the City's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the government, reporting the City's operations in more detail than the government-wide statements.
- Governmental funds statements tell how general government services were financed in the short term as well as what remains for future spending.
- The financial statements also include notes to the financial statements explaining some of the information in the financial statements and provide more detailed data.
- The report also contains required supplementary information in addition to the basic financial statements themselves. This contains additional information about the City's General Fund budget and information about the City's pension plan.

**FIGURE A-1**  
**REQUIRED COMPONENTS OF THE**  
**CITY'S ANNUAL FINANCIAL REPORT**



**Figure A-1** shows how the parts of this annual report are arranged and related to one another.

The remainder of this overview explains the structure and contents of each of the statements.

**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

**Government-Wide Financial Statements**

The government-wide financial statements report information about the City as a whole using accounting methods similar to those used by private-sector businesses. The statement of net position includes all of the government's assets and liabilities. In the statement of activities, all of the current year's revenues and expenses are accounted for regardless of when cash is received or paid, and all of the City's governmental activities and city services are combined and show how they are financed.

Both government-wide statements report the City's net position and how it has changed. Net position, the difference between the City's assets plus deferred outflows and liabilities plus deferred inflows, is one way to measure the City's financial health or position. Over time, increases or decreases in the City's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

**Fund Financial Statements**

The fund financial statements provide more detailed information about the City's most significant (major) funds - not the City as a whole. Funds are accounting devices that the City uses to keep track of specific revenue sources and spending for particular purposes.

All cities have at least one major fund:

- Governmental fund – The City's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because these funds do not encompass the additional long-term focus of the government-wide statements, additional information is provided following each fund statement that explains the relationship (or difference) between them.

Other common major funds:

- Some common funds are required by State law, such as the debt service fund, special revenues fund and capital projects fund.
- Management may establish other funds to control and manage money for particular purposes or to show that it is properly using certain revenue resources, such as special revenue, capital project, and grant funds.

**Figure A-2** summarizes the major features of the City's financial statements, including the portion of the city government they cover, and the types of information they contain.

**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

**Figure A-2 - Major Features of the City's Government-Wide and Fund Financial Statements**

<i>Type of Statements</i>	<b>Government-Wide</b>	<b>Fund Statements</b>	
		<b>Governmental Funds</b>	<b>Proprietary Funds</b>
<i>Scope</i>	Entire City's government (except fiduciary funds) and the City's component units.	The activities of the City that are not proprietary or fiduciary.	Activities the City operates similar to private business: utilities
<i>Required financial statements</i>	Statement of Net Position Statement of Activities	Balance Sheet Statement of Revenues, Expenditures & Changes in Fund Balances	Statement of Net Position Statement of Revenues, Expenses & Changes in Net Position Statement of Cash Flows
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term debt included	All assets and liabilities, both financial and capital, and short-term and long-term
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after year end; expenditures when goods or services have been received and payment is made during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

**THE CITY AS A WHOLE (GOVERNMENT-WIDE)**

**FINANCIAL HIGHLIGHTS**

- The City's total combined net position was \$29,679,720 at September 30, 2019 (See Figure A-3).
- Current year activity resulted in an increase in the City's net position by \$4,615,495 (See Figure A-4).



**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

**Figure A-3**  
**City's Net Position**

	Governmental Activities		Business-Type Activities		Total	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Assets:						
Current and other assets	\$5,403,303	\$ 3,503,520	\$29,019,293	\$29,954,492	\$34,422,596	\$33,458,012
Noncurrent assets	6,754,155	7,125,882	14,774,316	11,226,609	21,528,471	18,352,491
Total assets	<u>12,157,458</u>	<u>10,629,402</u>	<u>43,793,609</u>	<u>41,181,101</u>	<u>55,951,067</u>	<u>51,810,503</u>
Deferred outflows	<u>702,130</u>	<u>406,377</u>	<u>58,121</u>	<u>9,192</u>	<u>760,251</u>	<u>415,569</u>
Liabilities:						
Current liabilities	1,744,351	1,814,077	942,879	1,024,130	2,687,230	2,838,207
Long-term liabilities	8,089,282	7,626,927	16,152,100	16,696,713	24,241,382	24,323,640
Total liabilities	<u>9,833,633</u>	<u>9,441,004</u>	<u>17,094,979</u>	<u>17,720,843</u>	<u>26,928,612</u>	<u>27,161,847</u>
Deferred inflows	<u>89,525</u>	<u>-</u>	<u>13,461</u>	<u>-</u>	<u>102,986</u>	<u>-</u>
Net position:						
Investment in capital assets	(676,204)	(1,340,143)	7,438,707	10,557,336	6,762,503	9,217,193
Restricted	338,669	239,650	16,852,254	23,696,907	17,190,923	23,936,557
Unrestricted	3,273,965	2,695,268	2,452,329	(10,784,793)	5,726,294	(8,089,525)
Total net position	<u>\$2,936,430</u>	<u>\$ 1,594,775</u>	<u>\$26,743,290</u>	<u>\$23,469,450</u>	<u>\$29,679,720</u>	<u>\$25,064,225</u>

**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

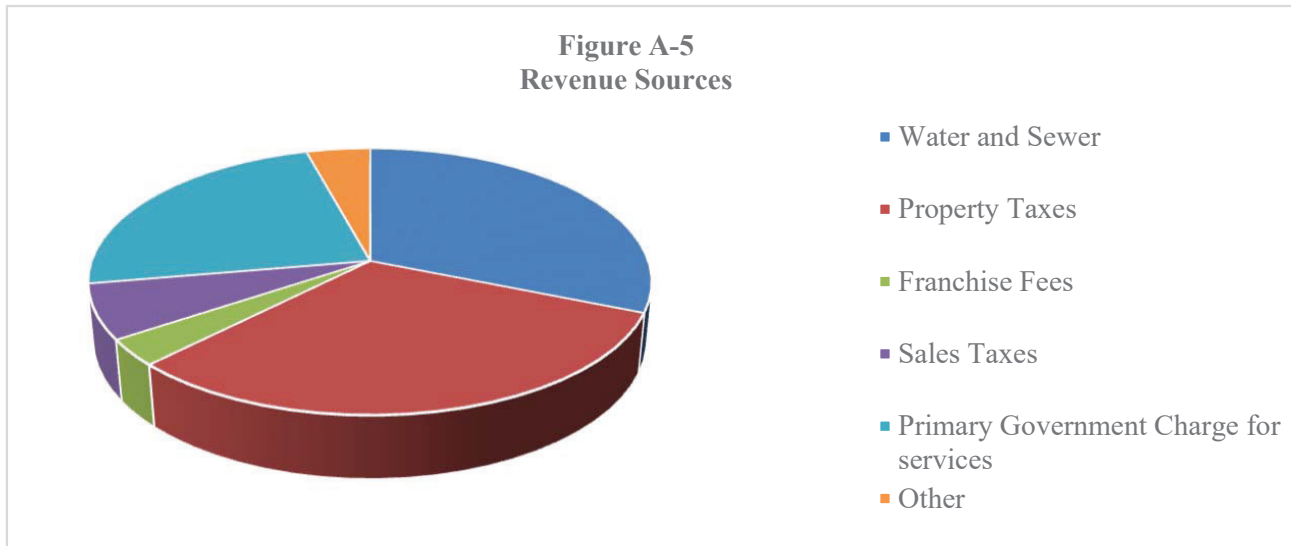
**Figure A-4**  
**Changes in City Net Position**

	Governmental Activities		Business-Type Activities		Total	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Revenues:						
Program revenues:						
Charges for services	\$4,628,578	\$ 3,687,885	\$ 6,144,084	\$ 5,770,628	\$10,772,662	\$ 9,458,513
General revenues:						
Taxes	8,172,022	6,447,490	-	-	8,172,022	6,447,490
Interest income	206,490	15,153	339,623	18,415	546,113	33,568
Other	236,442	134,390	-	-	236,442	134,390
Total revenues	<u>13,243,532</u>	<u>10,284,918</u>	<u>6,483,707</u>	<u>5,789,043</u>	<u>19,727,239</u>	<u>16,073,961</u>
Expenses:						
General government	3,484,607	1,923,252	-	-	3,484,607	1,923,252
Public safety	3,664,149	3,287,081	-	-	3,664,149	3,287,081
Streets	1,130,854	951,265	-	-	1,130,854	951,265
Municipal court	662,491	630,168	-	-	662,491	630,168
Development services	640,228	557,354	-	-	640,228	557,354
Sanitation	937,134	479,285	-	-	937,134	479,285
Interest and fiscal charges	213,213	229,075	404,175	414,919	617,388	643,994
Water and sewer	-	-	3,974,893	3,330,823	3,974,893	3,330,823
Total expenses	<u>10,732,676</u>	<u>8,057,480</u>	<u>4,379,068</u>	<u>3,745,742</u>	<u>15,111,744</u>	<u>11,803,222</u>
Revenues over(under) expenses	2,510,856	2,227,438	2,104,639	2,043,301	4,615,495	4,270,739
Capital contributions	-	-	-	-	-	-
Transfers	<u>(1,169,201)</u>	<u>(857,996)</u>	<u>1,169,201</u>	<u>857,996</u>	<u>-</u>	<u>-</u>
Change in net position	1,341,655	1,369,442	3,273,840	2,901,297	4,615,495	4,270,739
Beginning net position	1,594,775	225,333	23,469,450	20,568,153	25,064,225	20,793,486
Ending net position	<u>\$2,936,430</u>	<u>\$ 1,594,775</u>	<u>\$26,743,290</u>	<u>\$23,469,450</u>	<u>\$29,679,720</u>	<u>\$25,064,225</u>

**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

**CITY REVENUES**

The majority of the City's revenue is generated from charges for water and sewer services (31%), property taxes (31%), and primary government charges for services (23%). The remaining is obtained from the grants, contributions, sales taxes, franchise fees, court fees and other sources (See Figure A-5).



**GROWTH TRENDS**

**Governmental Activities**

The City's property tax rate for maintenance and operations (M&O) increased from \$0.4132 to \$0.4807 in the current fiscal year generating \$3,959,924 in M&O taxes, an increase of \$1,434,920 over the previous fiscal year. While the City's franchise fees increased \$866,241, or 12%, and sales taxes increased by \$167,083, or 15%. The new M&O tax rate for the year beginning October 1, 2019 is \$0.5845.

**Business-Type Activities**

Water sales increased by \$227,327 or 10%, while sewer sales increased by \$103,337, or 5%.

**FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

**General Fund Budgetary Highlights**

General Fund revenues exceeded expenditures and transfers by \$1,815,824 which was \$49,208 more than budgeted. See details of budget and actual revenues on page 47.

**Capital Assets**

During the year ended September 30, 2019, the City invested \$5,780,633 in a broad range of capital assets, including infrastructure, equipment and buildings (See Figure A-6). These additions were funded from bond proceeds, capital impact fees, general budgeted expenditures, and notes payables.

**CITY OF MANOR, TEXAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**  
**September 30, 2019**

**Figure A-6**  
**City's Capital Assets**

	Governmental Activities		Business-Type Activities		Total	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Land	\$ 470,607	\$ 470,607	\$ 406,816	\$ 406,816	\$ 877,423	\$ 877,423
Construction in progress	208,810	990,997	4,843,659	1,273,924	5,052,469	2,264,921
Buildings and equipment	6,114,082	5,816,026	1,251,464	1,102,707	7,365,546	6,918,733
Sidewalks	244,164	244,164	-	-	244,164	244,164
Streets and improvements	6,482,888	5,383,195	12,992	12,992	6,495,880	5,396,187
Water system	-	-	7,465,930	7,465,930	7,465,930	7,465,930
Sewer system	-	-	5,875,654	5,692,383	5,875,654	5,692,383
<b>Total at historical cost</b>	<b>13,520,551</b>	<b>12,904,989</b>	<b>19,856,515</b>	<b>15,954,752</b>	<b>33,377,066</b>	<b>28,859,741</b>
Accumulated depreciation	(6,766,396)	(5,779,107)	(5,082,199)	(4,728,143)	(11,848,595)	(10,507,250)
<b>Net capital assets</b>	<b>\$ 6,754,155</b>	<b>\$ 7,125,882</b>	<b>\$ 14,774,316</b>	<b>\$ 11,226,609</b>	<b>\$ 21,528,471</b>	<b>\$ 18,352,491</b>

**Debt Administration**

The City's property tax rate for debt services decreased from \$0.3590 to \$0.2715 in the current fiscal year generating \$2,215,513 in debt service taxes, an increase of \$45,971 over the previous fiscal year. More detailed information about the City's debt is presented in the Notes to the Financial Statements. The new debt service tax rate for the year beginning October 1, 2018 is \$0.2316.

**Figure A-7**  
**City's Long-Term Debt**

	Governmental Activities		Business-Type Activities		Total	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Notes payable	\$ 672,009	\$ 886,800	\$ -	\$ -	\$ 672,009	\$ 886,800
Bonds payable	6,758,350	7,850,085	16,051,650	16,835,775	22,810,000	24,685,860
<b>Total</b>	<b>\$ 7,430,359</b>	<b>\$ 8,736,885</b>	<b>\$ 16,051,650</b>	<b>\$ 16,835,775</b>	<b>\$ 23,482,009</b>	<b>\$ 25,572,660</b>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Next year's proposed General Fund budget is projected to remain consistent with this year's actual revenues.

General fund proposed expenditures are expected to increase by \$1,452,212, resulting in an overall operating surplus of approximately \$198,923.

**CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. Any questions about this report or need for additional financial information should be addressed to the City of Manor, Attn: City Manager, P.O. Box 387, Manor, TX 78653.

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## **BASIC FINANCIAL STATEMENTS**



**CITY OF MANOR, TEXAS**  
**STATEMENT OF NET POSITION**  
**September 30, 2019**

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 4,440,692	\$ 6,637,070	\$ 11,077,762
Receivables, net	623,942	463,914	1,087,856
Restricted assets:			
Cash and cash equivalents	(333,035)	16,387,399	16,054,364
Investments	671,704	5,530,910	6,202,614
Non-current assets:			
Capital assets:			
Non-depreciable	679,417	5,250,475	5,929,892
Depreciable, net	6,074,738	9,523,841	15,598,579
<b>Total assets</b>	<b>12,157,458</b>	<b>43,793,609</b>	<b>55,951,067</b>
<b>DEFERRED OUTFLOWS</b>			
Deferred outflows related to refunding	241,203	-	241,203
Deferred outflows related to OPEB	3,784	617	4,401
Deferred outflows related to pensions	457,143	57,504	514,647
<b>Total deferred outflows</b>	<b>702,130</b>	<b>58,121</b>	<b>760,251</b>
<b>LIABILITIES</b>			
Current liabilities:			
Payable from unrestricted assets:			
Accounts payable	290,904	93,044	383,948
Unearned revenue	264,552	-	264,552
Passthrough liabilities	222,502	-	222,502
Payable from restricted assets:			
Interest payable	23,188	46,010	69,198
Notes payable, due within one year	102,030	-	102,030
Bonds payable, due within one year	841,175	803,825	1,645,000
Non-current liabilities:			
Payable from unrestricted assets:			
Compensated absences	205,569	53,299	258,868
Payable from restricted assets:			
Customer deposits	-	614,933	614,933
Notes payable, due more than one year	569,979	-	569,979
Bonds payable, due more than one year	5,917,175	15,247,825	21,165,000
Net OPEB liability	45,875	7,406	53,281
Net pension liability	1,350,684	228,637	1,579,321
<b>Total liabilities</b>	<b>9,833,633</b>	<b>17,094,979</b>	<b>26,928,612</b>

The accompanying notes are an integral part of this financial statement.



**CITY OF MANOR, TEXAS**  
**STATEMENT OF NET POSITION**  
**September 30, 2019**

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>DEFERRED INFLOWS</b>			
Deferred inflows related to OPEB	6,067	912	6,979
Deferred inflows related to pensions	83,458	12,549	96,007
<b>Total deferred inflows</b>	89,525	13,461	102,986
<b>NET POSITION</b>			
Net investment in capital assets	(676,204)	7,438,707	6,762,503
Restricted	338,669	16,852,254	17,190,923
Unrestricted	3,273,965	2,452,329	5,726,294
<b>Total net position</b>	<b>\$ 2,936,430</b>	<b>\$ 26,743,290</b>	<b>\$ 29,679,720</b>

The accompanying notes are an integral part of this financial statement.

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**CITY OF MANOR, TEXAS**  
**STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2019**

<b>Function/program activities</b>	<b>Expenses</b>	<b>Charges for Services</b>
<b>Primary government:</b>		
Government activities:		
General government	\$ 3,484,607	\$ 967
Public safety	3,664,149	232,727
Streets	1,130,854	-
Municipal court	662,491	1,060,761
Development services	640,228	2,319,518
Sanitation	937,134	1,014,605
Interest on long-term debt	213,213	-
Total government activities	<u>10,732,676</u>	<u>4,628,578</u>
Business-type activities:		
Water	2,404,329	2,812,351
Sewer	1,570,564	3,331,733
Interest on long-term debt	404,175	-
Total business-type activities	<u>4,379,068</u>	<u>6,144,084</u>
<b>Total primary government</b>	<u>15,111,744</u>	<u>10,772,662</u>

**General revenues:**

Taxes:

    Property

    Sales

    Franchise

    Other

Interest income

Miscellaneous

Transfers

**Total general revenues and transfers**

**Changes in net assets**

**Net position - beginning of year**

**Net position - end of year**

The accompanying notes are an integral part of this financial statement.

Program Revenues		Net (Expenses) Revenues and Changes in Net Assets		
Operating Grants & Contributions	Capital Grants & Contributions	Primary Government		
		Governmental Activities	Business-Type Activities	Total
\$ -	\$ -	\$ (3,483,640)	\$ -	\$ (3,483,640)
-	-	(3,431,422)	-	(3,431,422)
-	-	(1,130,854)	-	(1,130,854)
-	-	398,270	-	398,270
-	-	1,679,290	-	1,679,290
-	-	77,471	-	77,471
-	-	(213,213)	-	(213,213)
-	-	(6,104,098)	-	(6,104,098)
-	-	-	408,022	408,022
-	-	-	1,761,169	1,761,169
-	-	-	(404,175)	(404,175)
-	-	-	1,765,016	1,765,016
-	-	(6,104,098)	1,765,016	(4,339,082)
		6,175,437	-	6,175,437
		1,309,647	-	1,309,647
		632,127	-	632,127
		54,811	-	54,811
		206,490	339,623	546,113
		236,442	-	236,442
		(1,169,201)	1,169,201	-
		7,445,753	1,508,824	8,954,577
		1,341,655	3,273,840	4,615,495
		1,594,775	23,469,450	25,064,225
		\$ 2,936,430	\$ 26,743,290	\$ 29,679,720

The accompanying notes are an integral part of this financial statement.

**CITY OF MANOR, TEXAS**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**September 30, 2019**

	<u>General Fund</u>	<u>Special Revenues Fund</u>
<b>ASSETS</b>		
Unrestricted		
Cash and cash equivalents	\$ 4,440,690	\$ -
Receivables, net	569,857	-
Restricted assets:		
Cash and cash equivalents	-	307,254
Investments	8,849	379,952
<b>Total assets</b>	<u>5,019,396</u>	<u>687,206</u>
 <b>LIABILITIES AND FUND BALANCES</b>		
 <b>LIABILITIES</b>		
Accounts payable	290,904	-
Passthrough liabilities	96,081	116,494
Unearned revenue	260,162	-
<b>Total liabilities</b>	<u>647,147</u>	<u>116,494</u>
 <b>FUND BALANCES</b>		
Restricted	8,849	570,712
Committed	-	-
Unassigned	4,363,400	-
<b>Total fund balances</b>	<u>4,372,249</u>	<u>570,712</u>
<b>Total liabilities and fund balances</b>	<u>\$ 5,019,396</u>	<u>\$ 687,206</u>

The accompanying notes are an integral part of this financial statement.

<b>Debt Service Fund</b>	<b>Capital Projects Fund</b>	<b>Total Governmental Funds</b>
\$ -	\$ 2	\$ 4,440,692
54,085	-	623,942
(640,289)	-	(333,035)
282,903	-	671,704
<u>(303,301)</u>	<u>2</u>	<u>5,403,303</u>

-	-	290,904
-	9,927	222,502
18,476	-	278,638
<u>18,476</u>	<u>9,927</u>	<u>792,044</u>

(321,777)	-	257,784
-	(9,925)	(9,925)
-	-	4,363,400
<u>(321,777)</u>	<u>(9,925)</u>	<u>4,611,259</u>
<u>\$ (303,301)</u>	<u>\$ 2</u>	<u>\$ 5,403,303</u>

The accompanying notes are an integral part of this financial statement.

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**CITY OF MANOR, TEXAS**  
**RECONCILIATION OF THE BALANCE SHEET OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION**  
**September 30, 2019**

<b>TOTAL FUND BALANCE - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 4,611,259</b>
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Amounts reported for governmental activities in the statement of net position are different due to the following:

Capital assets, net of accumulated depreciation are not financial resources and, therefore, are not reported in the funds.	6,754,155
--	-----------

Certain receivables are not available to pay current-period expenditures and, therefore, are deferred in the funds. This amount includes deferred property taxes.	14,086
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Deferred outflows and inflows represent the consumption of net position that is applicable to a future reporting period and are not reported in the funds.	612,605
--	---------

Certain liabilities related to long-term debt are not reported in the funds, such as accrued interest payable.	(23,188)
--	----------

Certain long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	<u>(9,032,487)</u>
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<b>NET POSITION - GOVERNMENTAL ACTIVITIES</b>	<b><u>\$ 2,936,430</u></b>
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The accompanying notes are an integral part of this financial statement.



**CITY OF MANOR, TEXAS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**Year Ended September 30, 2019**

	<u>General Fund</u>	<u>Special Revenues Fund</u>
<b>REVENUES</b>		
Property taxes	\$ 3,959,924	\$ -
Sales tax	1,309,647	-
Franchise taxes	632,127	-
Other taxes	18,300	36,511
Licenses and permits	2,319,518	-
Charge for services	1,014,605	-
Court and police	1,060,761	-
Public safety	232,727	-
Interest income	191,332	8,683
Interest income - restricted	9	-
Other	237,409	-
<b>Total revenues</b>	<u>10,976,359</u>	<u>45,194</u>
<b>EXPENDITURES</b>		
Current:		
General government	2,364,994	31,048
Public safety	3,432,094	-
Streets	1,020,855	-
Municipal court	662,491	-
Development services	632,036	-
Sanitation	937,134	-
Capital outlay	110,931	-
Debt service:		
Principal	-	-
Interest	-	-
<b>Total expenditures</b>	<u>9,160,535</u>	<u>31,048</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>1,815,824</u>	<u>14,146</u>
<b>OTHER FINANCING SOURCES (USES)</b>		
Transfers in	-	-
Transfers out	-	-
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>
<b>Net change in fund balances</b>	1,815,824	14,146
<b>Fund balances - beginning of year</b>	<u>2,556,425</u>	<u>556,566</u>
<b>Fund balances - end of year</b>	<u>\$ 4,372,249</u>	<u>\$ 570,712</u>

The accompanying notes are an integral part of this financial statement.

<b>Debt Services Fund</b>	<b>Capital Projects Fund</b>	<b>Total Governmental Funds</b>
\$ 2,215,513	\$ -	\$ 6,175,437
-	-	1,309,647
-	-	632,127
-	-	54,811
-	-	2,319,518
-	-	1,014,605
-	-	1,060,761
-	-	232,727
6,466	-	206,481
-	-	9
-	-	237,409
<u>2,221,979</u>	<u>-</u>	<u>13,243,532</u>
1,269	-	2,397,311
-	-	3,432,094
-	-	1,020,855
-	-	662,491
-	-	632,036
-	-	937,134
-	-	110,931
820,875	-	820,875
184,496	-	184,496
<u>1,006,640</u>	<u>-</u>	<u>10,198,223</u>
<u>1,215,339</u>	<u>-</u>	<u>3,045,309</u>
-	6,271	6,271
<u>(1,175,472)</u>	<u>-</u>	<u>(1,175,472)</u>
<u>(1,175,472)</u>	<u>6,271</u>	<u>(1,169,201)</u>
39,867	6,271	1,876,108
<u>(361,644)</u>	<u>(16,196)</u>	<u>2,735,151</u>
<u>\$ (321,777)</u>	<u>\$ (9,925)</u>	<u>\$ 4,611,259</u>

The accompanying notes are an integral part of this financial statement.

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**CITY OF MANOR, TEXAS**  
**RECONCILIATION OF THE STATEMENT OF REVENUES,**  
**EXPENDITURES, AND CHANGES IN FUND BALANCES OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2019**

<b>NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 1,876,108</b>
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Amounts reported for governmental activities in the statement of activities are different due to the following:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay expenses in the current period.

(371,727)

The proceeds of debt issuances provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of debt principal is an expenditure in the governmental funds, but the long-term liabilities in the statement of net assets. This is the amount by which debt payments exceeded proceeds and changes in accrued interest and amortization of deferred outflows from refunding.

1,006,949

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in the governmental funds. These expenditures include changes in accrued compensation and changes in pension and OPEB benefits and related inflows and outflows.

(1,169,675)

<b>CHANGE IN NET ASSETS - GOVERNMENTAL ACTIVITIES</b>	<b>\$ <u>1,341,655</u></b>
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The accompanying notes are an integral part of this financial statement.

**CITY OF MANOR, TEXAS**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUND**  
**September 30, 2019**

	<b>Water and Sewer System</b>	<b>Capital Impact Fees</b>	<b>Total</b>
<b>ASSETS</b>			
Current assets:			
Unrestricted assets:			
Cash and cash equivalents	\$ 6,637,070	\$ -	\$ 6,637,070
Accounts receivable, net	463,914	-	463,914
Restricted assets:			
Cash and cash equivalents	9,330,974	7,056,425	16,387,399
Investments	5,066,055	464,855	5,530,910
<b>Total current assets</b>	<u>21,498,013</u>	<u>7,521,280</u>	<u>29,019,293</u>
Non-current assets:			
Non-depreciable assets, net	5,250,475	-	5,250,475
Depreciable assets, net	9,523,841	-	9,523,841
<b>Total non-current assets</b>	<u>14,774,316</u>	<u>-</u>	<u>14,774,316</u>
<b>Total assets</b>	<u>36,272,329</u>	<u>7,521,280</u>	<u>43,793,609</u>
<b>DEFERRED OUTFLOWS</b>			
Deferred outflow related to OPEB	617	-	617
Deferred outflow related to pension	57,504	-	57,504
<b>Total deferred outflows</b>	<u>58,121</u>	<u>-</u>	<u>58,121</u>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	93,044	-	93,044
Interest payable	46,010	-	46,010
Bonds payable, due within one year	803,825	-	803,825
<b>Total current liabilities</b>	<u>942,879</u>	<u>-</u>	<u>942,879</u>
Non-current liabilities:			
Compensated absences	53,299	-	53,299
Customer deposits	614,933	-	614,933
Bonds payable, due after one year	15,247,825	-	15,247,825
Net OPEB liability	7,406	-	7,406
Net pension liability	228,637	-	228,637
<b>Total non-current liabilities</b>	<u>16,152,100</u>	<u>-</u>	<u>16,152,100</u>
<b>Total liabilities</b>	<u>17,094,979</u>	<u>-</u>	<u>17,094,979</u>
<b>DEFERRED INFLOWS</b>			
Deferred inflow related to OPEB	912	-	912
Deferred inflow related to pensions	12,549	-	12,549
<b>Total deferred inflows</b>	<u>13,461</u>	<u>-</u>	<u>13,461</u>
<b>NET POSITION</b>			
Investment in capital assets	7,438,707	-	7,438,707
Restricted	9,330,974	7,521,280	16,852,254
Unrestricted	2,452,329	-	2,452,329
<b>Total net assets</b>	<u>\$ 19,222,010</u>	<u>\$ 7,521,280</u>	<u>\$ 26,743,290</u>

The accompanying notes are an integral part of this financial statement.

**CITY OF MANOR, TEXAS**  
**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION**  
**PROPRIETARY FUND**  
**Year Ended September 30, 2019**

	<b>Water and Sewer System</b>	<b>Capital Impact Fees</b>	<b>Total</b>
<b>OPERATING REVENUES</b>			
Water service	\$ 2,401,359	\$ -	\$ 2,401,359
Sewer service	1,993,868	-	1,993,868
Penalties	92,560	-	92,560
Miscellaneous	945	-	945
Capital impact fees	-	1,655,352	1,655,352
Total operating revenues	<u>4,488,732</u>	<u>1,655,352</u>	<u>6,144,084</u>
<b>OPERATING EXPENSES</b>			
Personnel services	883,666	-	883,666
Operations	82,559	67,305	149,864
Utilities	173,335	-	173,335
Insurance	33,391	-	33,391
Materials and supplies	78,660	-	78,660
Maintenance	129,434	-	129,434
Water fees	1,486,082	-	1,486,082
Wastewater fees	638,211	-	638,211
Depreciation	354,056	-	354,056
Bad debt	48,194	-	48,194
Total operating expenses	<u>3,907,588</u>	<u>67,305</u>	<u>3,974,893</u>
<b>OPERATING INCOME</b>	<u>581,144</u>	<u>1,588,047</u>	<u>2,169,191</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Interest income	231,052	108,571	339,623
Interest expense	(404,175)	-	(404,175)
Total non-operating revenues (expenses)	<u>(173,123)</u>	<u>108,571</u>	<u>(64,552)</u>
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS &amp; TRANSFERS</b>	408,021	1,696,618	2,104,639
<b>CONTRIBUTIONS AND TRANSFERS</b>			
Transfers in (out)	1,137,548	(1,137,548)	-
Transfers from (to) primary government	1,169,201	-	1,169,201
<b>CHANGE IN NET POSITION</b>	2,714,770	559,070	3,273,840
<b>NET POSITION - BEGINNING OF YEAR</b>	<u>16,507,240</u>	<u>6,962,210</u>	<u>23,469,450</u>
<b>NET POSITION - END OF YEAR</b>	<u><u>\$ 19,222,010</u></u>	<u><u>\$ 7,521,280</u></u>	<u><u>\$ 26,743,290</u></u>

The accompanying notes are an integral part of this financial statement.

**CITY OF MANOR, TEXAS**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUND**  
**Year Ended September 30, 2019**

	<b>Proprietary Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from customers	\$ 6,057,393
Payments to suppliers	(2,787,756)
Payments to employees and contractors	(706,660)
Net cash flows from operating activities	<u>2,562,977</u>
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>	
Increase in customer deposits	46,738
Increase in restricted assets	1,778,598
Net cash flows from non-capital financing activities	<u>1,825,336</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Transfers from primary government	1,175,472
Transfers to primary government	(6,271)
Additions to capital assets	(3,901,763)
Principal payments on debt	(784,125)
Interest payments on debt	(406,347)
Net cash flows from capital and related financing activities	<u>(3,923,034)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest income	339,623
Net cash flows from investing activities	<u>339,623</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	804,902
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>5,832,168</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u><u>\$ 6,637,070</u></u>
<b>RECONCILIATION OF OPERATING INCOME TO NET</b>	
<b>CASH FROM OPERATING ACTIVITIES</b>	
Operating income	\$ 2,169,191
Adjustments not affecting cash:	
Depreciation	354,056
Bad Debt	48,194
(Increase) decrease in assets and increase (decrease) in liabilities:	
Accounts receivable	(86,691)
Accounts payable	(98,779)
Compensated absences	8,474
Deferred outflows	(48,929)
Deferred inflows	13,461
Net OPEB liability	10
Net pension liability	203,990
Net cash flows from operating activities	<u><u>\$ 2,562,977</u></u>

The accompanying notes are an integral part of this financial statement.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Manor, Texas (City) is a Home Rule city in which citizens elect the mayor and six council members at large by place. The City operates under the Council-Manager form of government and provides such services as are authorized by its charter to advance the welfare, health, comfort, safety, and convenience of the City and its inhabitants.

The financial statements of the City are prepared in accordance with generally accepted accounting principles (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted primary standard-setting body for establishing governmental accounting and financial reporting principles. GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The more significant accounting and reporting policies and practices used by the City are described below.

**Reporting Entity**

The City's basic financial statements include all activities, organizations, and functions for which the City is considered to be financially accountable. The criteria considered in determining activities to be reported within the City's basic financial statements include whether:

- the organization is legally separate (can sue and be sued in its own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is a fiscal dependency by the organization of the City

The above criteria were applied to potential organizations to determine if the entity should be reported as part of the City. It was determined that the City has no component units or related organizations that should be reported within the City's basic financial statements.

**Implementation of New Standards**

In fiscal year 2019, the City implemented:

GASB Statement No. 83 (GASB 83), *Certain Asset Retirement Obligations (ARO)*. This statement establishes the criteria for determining the timing and pattern of recognition of a liability and corresponding deferred outflow of resources for certain asset retirements. In addition, disclosures related to the nature of the AROs, the assumptions used in the estimates of the liabilities, and the estimated remaining useful life of the tangible capital assets are required. This statement had no impact on the City.

GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowing and Direct Placements*. This statement improves disclosures related to debt, including direct borrowings and direct placements. In addition, it also clarifies which liabilities governments should include when disclosing information related to debt. The disclosure effects of this statement can be found in Note H of the Notes to the Financial Statements

**Government-Wide Financial Statements**

The government-wide financial statements are prepared using the economic resources measurement focus and accrual basis of accounting. Government-wide financial statements do not provide information by individual fund or fund types, but distinguish between the City's governmental activities and business-type activities on the Statement of Net Position and Statement of Activities. The statements report information on all of the non-fiduciary activities of the primary government and its component units. The City's Statement of Net Position includes both non-current assets and non-current liabilities of the City. Accrual accounting reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. Additionally, the government-wide Statement of Activities reflects depreciation expense on the City's capital assets, including infrastructure.



**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Statement of Net Position**

The Statement of Net Position is designed to display the financial position of the primary government (government and business-type activities). The City reports all capital assets, including infrastructure, in the government-wide Statement of Net Position and reports depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of the City is broken down into three categories: 1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted. Long-term liabilities are reported in two categories: 1) the amount due within one year; and 2) the amount due in more than one year.

**Statement of Activities**

The government-wide Statement of Activities reports net revenue (expense) in a format that focuses on the cost of each of the City's governmental activities and for each of the City's business-type activities. The expense of individual functions is compared to revenues generated directly by the function (for instance, through user charges or intergovernmental grants). General revenues (including all taxes), investment earnings, special and extraordinary items, and transfers between governmental and business-type activities are reported separately after the total net expenses of the government's functions, ultimately arriving at the change in net position of the period. Program revenues are segregated into three categories: 1) charges for services; 2) program-specific operating grants and contributions; and 3) program-specific capital grants and contributions. Indirect costs are allocated amount functions based on use.

**Fund Level Financial Statements**

In addition to the government-wide financial statements, the City prepares fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The focus on the fund financial statements is on the major individual funds of the governmental and business-type activities, as well as any fiduciary funds (by category) and any component units. Fund financial accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

The City reports the following major governmental funds:

**General Fund**

Reports as the primary fund of the City. This fund is used to account for all financial resources not reported in any other funds.

**Special Revenue Fund**

Established to account for revenues assessed and collected for specific purposes.

**Debt Service Fund**

Established to account for the accumulation of financial resources for the payment of principal and interest of the City's general obligation debt. The City annually levies *ad valorem* taxes restricted for the retirement of general obligation bonds and interest. This fund reports *ad valorem* taxes collected for debt purposes only.

**Capital Projects Fund**

Bond Management - Established to account for the capital expenditures of general obligation bond proceeds.

Grants Management - Established to account for the City's capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses.

The City reports the following major enterprise funds:

**Water and Sewer Fund**

Accounts for the operating activities of the City's water and sewer services.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Measurement Focus/Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, generally including the reclassification or elimination of internal activity (between or within fund). Proprietary fund level financial statements also report using the same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year in which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City considers revenues to be available if they are collected within sixty days of the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for debt principal and interest which are reported expenditures in the year due.

Major revenue sources susceptible to accrual include sales and property taxes. In general, other revenues are recognized when cash is received.

Operating income reported in the proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and included administrative expenses and depreciation of capital assets.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed. See Note E for information describing the City's restricted assets.

**Assets, Liabilities, and Net Position or Equity**

***Cash and Cash Equivalents***

For purposes of the statement of cash flows, highly liquid investments are considered to be cash equivalents if they have a maturity of three months or less when purchased.

***Inventories and Prepaid Items***

The City records purchases of supplies as expenditures, utilizing the purchase method of accounting for inventory. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

***Capital Assets***

The City's capital assets and infrastructure with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. The City maintains infrastructure asset records consistent with all other capital assets. Proprietary capital assets are also reported in their respective funds. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with a cost of \$5,000 or more as purchases and outlays occur. The cost of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. For information describing capital assets (See Note F).

Estimated useful lives, in years, for depreciable assets are as follows:

Vehicles	5
Software	5
Machinery and equipment	5-7
Buildings and improvements	10-20
Infrastructure	20-50

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

***Deferred Inflows/Outflows of Resources***

Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. Deferred outflows, found on the government-wide statement of net position, consist of deferred losses on refundings and deferred outflows related to pensions. A deferred loss on refunding occurs when there is a difference in the carrying value of the refunded debt and its reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded debt or refunding debt. Deferred outflows related to pensions consist of amounts paid into the retirement system after the prescribed measurement date plus the net difference between projected and actual earnings.

Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows, found on the government-wide statement of net position, consist of deferred inflows related to pensions and deferred professional prosecutor revenue. On the governmental funds balance sheet, deferred inflows consist of deferred property tax revenue, deferred special assessment revenue, and deferred professional prosecutor revenue. All amounts are deferred and recognized as inflows of resources in the period that the amounts become available.

***Long-Term Debt***

In the government-wide and proprietary fund level financial statements, outstanding debt is reported as liabilities. Outstanding debt is reported within governmental activities and business-type activities based on use of proceeds. Bond issue costs are expensed when incurred.

***Fund Balance/Net Position***

Fund balances/net position are divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

**Non-spendable**

The non-spendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

**Restricted**

Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the City can be compelled by an external party-such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

**Committed**

The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance or resolution) of the City Council. Those committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the City Council, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**Assigned**

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the City Council or a city official delegated that authority by City Charter or ordinance.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Assets, Liabilities, and Net Position or Equity - Continued**

***Fund Balance/Net Position - Continued***

***Unassigned***

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The City applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**Revenues and Expenditures/Expenses**

***Inter-Fund Activity***

Inter-fund activity results from loans, services provided, reimbursements or transfers between funds. Loans are reported as inter-fund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other inter-fund transactions are treated as transfers. Transfers-in and transfers-out are netted and presented as a single "Transfers" line on the government-wide statement of activities. Similarly, inter-fund receivables and payables, if applicable, are netted and presented as a single "Internal Balances" line of the government-wide statement of net assets.

***Compensated Absences***

Compensated absences are reported as accrued in the government-wide financial statements. In the fund level financial statements, only matured compensated absences payable to currently terminating employees are reported.

***Use of Estimates***

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reported periods. Final amounts could differ from those estimates.

**B. DEPOSITS AND INVESTMENTS**

The City's funds are required to be deposited and invested under the terms of a depository contract. The depository bank deposits for safekeeping and trust with the City's agent bank approved pledged securities in an amount sufficient to protect City funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

***Cash Deposits***

At September 30, 2019, carrying amounts of the City's cash deposits were \$27,123,126 and bank balances were \$27,971,971. The City's cash deposits at September 30, 2019, were in excess of FDIC insurance and bank pledges securities by \$1,705,385.

***Investments***

The City is required by Government Code Chapter 2256, The Public Funds Investment Act (Act), to adopt, implement, and publicize an investment policy. That policy must be written; primarily emphasize safety of principal and liquidity; address investment diversification, yield, and maturity and the quality and capability of investment management; and include a list of the types of authorized investments in which the investing entity's funds may be invested and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as a part of the audit of the general purpose financial statements disclosed that in the areas of investment practices, management reports and establishment of appropriate policies, the City adhered to the requirements of the Act. Additionally, investment practices of the City were in accordance with local policies.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**B. DEPOSITS AND INVESTMENTS - CONTINUED**

The Act determines the types of investments which are allowable for the City. These include, with certain restrictions, (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas, (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers' acceptances, (7) mutual funds, (8) investment pools, (9) guaranteed investment contracts, and (10) common trust funds.

***Fair Value Hierarchy***

The three levels of the fair value hierarchy under GASB 72 are described as follows:

- Level 1      Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the entity has the ability to access.
- Level 2      Inputs to the valuation methodology include:
  - Quoted prices for similar assets or liabilities in active markets;
  - Quoted prices for identical or similar assets or liabilities in inactive markets;
  - Inputs other than quoted prices that are observable for the asset or liability; and
  - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3      Inputs to the valuation methodology are unobservable and significant and use the best information available under the circumstances.

The City's investments at September 30, 2019, are shown below. These investments are not classified in a level hierarchy as they are recorded at net asset value.

Investment or Investment Type	Maturity	Fair Value
TexPool Investment	N/A	\$ 1,136,559
CDARS Account	March 19, 2020	5,066,055
		\$ 6,202,614

GASB Statement No. 79, *Certain External Investment Pools and Pool Participants* (GASB 79). This statement establishes how certain state and local government external investment pools may measure and report their investments. An external investment pool may elect to measure, for reporting purposes, all of its investments at amortized cost if it meets certain criteria. In addition, this statement also establishes additional note disclosures for external investment pools and their participants.

TexPool operates in a manner consistent with the criteria set forth in GASB 79 and therefore uses amortized cost to report net assets to compute share prices. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with TexPool. The Advisory Board members review the investment policy and management fee structure. TexPool does not have any restrictions or limitations on withdrawals.

TexPool is rated AAAM by Standard & Poor's. As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's for review. TexPool is also required to send portfolio information to the office of the State Comptroller of Public Accounts.

**Analysis of Specific Deposit and Investment Risks**

Professional standards require a determination as to whether the City was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

***Credit Risk***

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end, the City was not exposed to a significant amount of credit risk.

***Custodial Credit Risk***

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the City's name.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**B. DEPOSITS AND INVESTMENTS - CONTINUED**

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the City's name. At September 30, 2019, the City's investment deposits were entirely covered by depository insurance or collateralized with securities held by the pledging financial institution in the City's name.

***Concentration of Credit Risk***

This is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the City was not exposed to concentration of credit risk.

***Interest Rate Risk***

This is the risk that changes in interest rates will adversely affect the fair value of an investment. At year end, the City was not exposed to interest rate risk.

***Foreign Currency Risk***

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the City was not exposed to foreign currency risk.

**C. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

**Explanation of differences between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position:**

The governmental fund balance sheet includes a reconciliation between the governmental fund balance on the fund financial statements and total net position of governmental activities on the government-wide financial statements.

<b>Governmental fund balance</b>		\$ 4,611,259
<b><u>Difference due to capital assets</u></b>		
Capital assets	13,520,551	
Accumulated depreciation	<u>(6,766,396)</u>	6,754,155
<b><u>Difference due to unearned revenue</u></b>		
Unearned Revenues		14,086
<b><u>Difference due to deferred outflows</u></b>		
Deferred outflows related to pensions	457,143	
Deferred outflows related to OPEB	3,784	
Deferred loss on refunding	<u>241,203</u>	702,130
<b><u>Difference due to current liabilities</u></b>		
Interest payable		(23,188)
<b><u>Difference due to non-current liabilities</u></b>		
Compensated absences	(205,569)	
Net pension liability	(1,350,684)	
Net OPEB liability	(45,875)	
Notes payable	(672,009)	
Bonds payable	<u>(6,758,350)</u>	<u>(9,032,487)</u>
<b><u>Difference due to deferred inflows</u></b>		
Deferred inflows related to pensions	(83,458)	
Deferred inflows related to OPEB	<u>(6,067)</u>	<u>(89,525)</u>
<b>Government-wide net position</b>		<u><u>\$ 2,936,430</u></u>

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**C. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS - CONTINUED**

**Explanation of differences between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-wide Statement of Activities:**

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between the change in governmental fund balance on the fund financial statements and change in total net position of governmental activities on the government-wide financial statements.

Change in governmental fund balance	\$	1,876,108
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**Amount by which depreciation exceeds capital outlay expense and other capital related transactions**

Capital outlay	615,562	
Depreciation expense	(987,289)	(371,727)

**Long-term debt and related items**

Debt payments	1,035,666	
Accrued interest adjustment	940	
Amortization of loss on refunding	(29,657)	1,006,949

**Expenses that do not require the use of current financial resources or have not matured**

Changes in pension expense and deferred outflows and inflows	(1,030,781)	
Changes in pension expense and deferred outflows and inflows	(90,094)	
Compensated absence adjustment	(48,800)	(1,169,675)

Change in government-wide net position	\$	1,341,655
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**D. RECEIVABLES, UNCOLLECTIBLE ACCOUNTS, AND DEFERRED REVENUE**

***Sales Tax Receivable***

Sales taxes are collected and remitted to the City by the State Comptroller's Office. All sales taxes are collected within sixty days of year end. At fiscal year end, the receivables represent taxes collected but not yet received by the City and are recorded as revenue.

***Property Taxes Receivable and Deferred Revenue***

Property taxes are assessed and remitted to the City by the Travis County Tax Assessor's Office. Taxes, levied annually on October 1, are due by January 31. The majority of tax payments are received December through March. Lien dates for real property are July.

Allowances for uncollectible tax receivables reported in the General Fund are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and written off when deemed uncollectible; however, state statutes prohibit writing off real property taxes without specific authority from the Texas Legislation.

In the governmental fund level financial statements, property taxes receivable are recorded in the General Fund when assessed (October 1). At fiscal year end, property taxes receivables represent delinquent taxes. If delinquent taxes are not paid within sixty days of fiscal year end, they are recorded as deferred revenue.

In the government-wide financial statements, property tax receivables and related revenues include all amounts due to the City regardless of when cash is received.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**D. RECEIVABLES, UNCOLLECTIBLE ACCOUNTS, AND DEFERRED REVENUE - CONTINUED**

At September 30, 2019, receivables for governmental activities are summarized in the government-wide financial statements as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
Sales tax receivable	\$ 104,974	\$ -	\$ 104,974
Property tax receivable	214,862	(88,858)	126,004
Employee receivable	1,961	-	1,961
Court fines receivable	1,087,910	(981,929)	105,981
Other	285,022	-	285,022
Total receivables	<u>\$ 1,694,729</u>	<u>\$ (1,070,787)</u>	<u>\$ 623,942</u>

***Business-Type Activities Receivables***

Business-type activities receivables represent amounts due from customers for water, wastewater, and sanitation services. These receivables are due within one month. Receivables are reported net of an allowance for uncollectible accounts and revenues net of what is estimated to be uncollectible. The allowance is estimated using accounts receivable past due more than ninety days.

At September 30, 2019, Business-type activities receivables are summarized in the financial statements as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
Customer receivables	\$ 473,741	\$ (11,027)	\$ 462,714
NSF checks	1,200	-	1,200
Total receivables	<u>\$ 474,941</u>	<u>\$ (11,027)</u>	<u>\$ 463,914</u>

**E. RESTRICTED ASSETS**

At September 30, 2019, restricted assets consisted of the following:

	Governmental Activities	Business-Type Activities	Total
<b>Cash and cash equivalents:</b>			
Debt service (deficit)	\$ (640,289)	\$ -	\$ (640,289)
Other	190,686	-	190,686
Rose Hill Public Improvement District	116,568	-	116,568
Customer deposits	-	614,933	614,933
Capital improvements - water system	-	10,512,406	10,512,406
Capital improvements - sewer system	-	5,260,060	5,260,060
Total cash and cash equivalents	<u>\$ (333,035)</u>	<u>\$ 16,387,399</u>	<u>\$ 16,054,364</u>

	Governmental Activities	Business-Type Activities	Total
<b>Investments:</b>			
Parks	\$ 8,849	\$ -	\$ 8,849
Debt service	282,903	-	282,903
Tourism	379,952	-	379,952
Capital improvements - sewer system	-	464,855	464,855
2016 CO Bonds	-	5,066,055	5,066,055
Total investments	<u>\$ 671,704</u>	<u>\$ 5,530,910</u>	<u>\$ 6,202,614</u>



**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**F. CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2019, was as follows:

	Beginning Balance	Additions	Deletions/ Reclass	Ending Balance
<b>Governmental Activities:</b>				
Non-depreciable assets:				
Land	\$ 470,607	\$ -	\$ -	\$ 470,607
Construction in progress	990,997	297,850	(1,080,037)	208,810
Total non-depreciable assets	<u>\$ 1,461,604</u>	<u>\$ 297,850</u>	<u>\$ (1,080,037)</u>	<u>\$ 679,417</u>
Depreciable assets:				
Buildings	\$ 2,419,785	\$ -	\$ -	\$ 2,419,785
Equipment	3,396,241	298,056	-	3,694,297
Sidewalks	244,164	-	-	244,164
Streets and improvements	5,383,195	19,656	1,080,037	6,482,888
Total depreciable assets	11,443,385	317,712	1,080,037	12,841,134
Accumulated depreciation	(5,779,107)	(987,289)	-	(6,766,396)
Depreciable assets, net	<u>\$ 5,664,278</u>	<u>\$ (669,577)</u>	<u>\$ 1,080,037</u>	<u>\$ 6,074,738</u>

	Beginning Balance	Additions	Deletions	Ending Balance
<b>Business-Type Activities:</b>				
Non-depreciable assets:				
Land	\$ 406,816	\$ -	\$ -	\$ 406,816
Construction in progress	1,273,924	3,753,006	(183,271)	4,843,659
Total non-depreciable assets	<u>\$ 1,680,740</u>	<u>\$ 3,753,006</u>	<u>\$ (183,271)</u>	<u>\$ 5,250,475</u>
Depreciable assets:				
Machinery and equipment	\$ 1,102,707	\$ 148,757	\$ -	\$ 1,251,464
Culverts	12,992	-	-	12,992
Infrastructure - water system	7,465,930	-	-	7,465,930
Infrastructure - sewer system	5,692,383	183,271	-	5,875,654
Total depreciable assets	14,274,012	332,028	-	14,606,040
Accumulated depreciation	(4,728,143)	(354,056)	-	(5,082,199)
Depreciable assets, net	<u>\$ 9,545,869</u>	<u>\$ (22,028)</u>	<u>\$ -</u>	<u>\$ 9,523,841</u>

Depreciation expense was charged to the functions as follows:

Function:	Governmental Activities	Business-Type Activities	Total
General government	\$ 165,304	\$ -	\$ 165,304
Public safety	303,527	-	303,527
Streets	510,266	-	510,266
Development services	8,192	-	8,192
Water	-	224,025	224,025
Sewer	-	130,031	130,031
Total depreciation expense	<u>\$ 987,289</u>	<u>\$ 354,056</u>	<u>\$ 1,341,345</u>

**G. INTER-FUND BALANCES AND ACTIVITY**

**Transfers (To)From Other Funds**

Purpose	General Fund	Debt Service Fund	Proprietary Fund	Capital Projects Fund
Property taxes collected for debt payments	\$ -	\$ 1,175,472	\$ (1,175,472)	\$ -
Funds for capital projects	-	-	(6,271)	6,271
Transfer of expenses	(1,834,925)	-	1,834,925	-
Reimbursement of expenses	1,834,925	-	(1,834,925)	-

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**H. LONG-TERM DEBT**

**Long-Term Debt Activity**

Changes in long-term debt obligations for the year ended September 30, 2019, are as follows:

	Beginning Balances	Increases	Decreases	Ending Balances	Amounts Due Within One Year
<b>Governmental Activities:</b>					
Notes payable	\$ 886,800	\$ -	\$ (214,791)	\$ 672,009	\$ 102,030
Bonds payable	7,579,225	-	(820,875)	6,758,350	841,175
Loss on refunding	270,860	-	(29,657)	241,203	29,657
Total governmental activities	<u>\$ 8,736,885</u>	<u>\$ -</u>	<u>\$ (1,065,323)</u>	<u>\$ 7,671,562</u>	<u>\$ 972,862</u>
<b>Business-Type Activities:</b>					
Bonds payable	\$ 16,835,775	\$ -	\$ (784,125)	\$ 16,051,650	\$ 803,825
Total business-type activities	<u>\$ 16,835,775</u>	<u>\$ -</u>	<u>\$ (784,125)</u>	<u>\$ 16,051,650</u>	<u>\$ 803,825</u>

**Debt Service Requirements**

***Notes Payable***

On March 15, 2017, the City entered into financing agreements for vehicles totaling \$222,087 at 2.67% fixed interest rate with yearly payments of \$47,660 due in November. The City's balance remaining on the note payable at September 30, 2019, is \$135,670.

On April 26, 2017, the City entered into financing agreements for equipment totaling \$20,750 with annual payments of \$3,960 due in April. The City's balance remaining on the note payable at September 30, 2019, is \$12,830.

On November 15, 2017, the City entered into financing agreements for vehicles totaling \$277,570 at 2.67% fixed interest rate with yearly payments of \$58,477 due in November. The City's balance remaining on the note payable at September 30, 2019, is \$166,465.

On November 15, 2017, the City entered into financing agreements for vehicles totaling \$441,289 at 2.56% fixed interest rate with yearly payments of \$95,053 due in November. The City's balance remaining on the note payable at September 30, 2019, is \$357,044.

Debt service requirements on long-term notes payable at September 30, 2019, were as follows:

For the years ending September 30,	Governmental Activities		
	Principal	Interest	Total
2020	\$ 187,932	\$ 17,218	\$ 205,150
2021	192,751	12,398	205,149
2022	198,648	7,451	206,099
2023	92,678	2,375	95,053
	<u>\$ 672,009</u>	<u>\$ 39,442</u>	<u>\$ 711,451</u>

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**H. LONG-TERM DEBT - CONTINUED**

***Bonds Payable***

General Obligation Refunding Bonds, Series 2010

On May 15, 2011, the City issued \$935,000 in general obligation bonds, proceeds to be used to refund Series 2009 revenue bonds. Bond interest rates range from 2.83% to 4.70% with semi-annual payments due on March 1 and September 1 of each year until maturity in 2024 or prior redemption.

General Obligation Refunding Bonds, Series 2012

On April 1, 2012, the City issued \$3,510,000 in general obligation bonds, proceeds to be used to refund Series 2001 and 2004 revenue bonds. The bond interest rate of 2.55% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2026 or prior redemption.

Certificate of Obligation Bonds, Series 2012

On September 1, 2012, the City issued \$1,835,000 in certificate of obligation bonds, proceeds to be used for city construction. Bond interest rate of 2.49% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2027 or prior redemption.

General Obligation Refunding Bonds, Series 2015

On February 15, 2015, the City issued \$4,750,000 in general obligation bonds, proceeds to be used to partially refund Series 2007 revenue bonds. Bond interest rate of 2.29% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2026 or prior redemption.

Combination Tax and Revenue Certificate of Obligation Bonds, Series 2016

On August 18, 2016, the City issued \$18,000,000 in certificate of obligation bonds, proceeds to be used for city street and drainage improvements (\$270,000) and water and waste water improvements (\$17,730,000). Bond interest rate of 2.29% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2031 or prior redemption.

Debt service requirements on long-term bond debt at September 30, 2019, were as follows:

		Series 2010 - \$935,000		
		Principal	Interest	Total
For the years ending September 30,				
	2020	\$ 70,000	\$ 14,982	\$ 84,982
	2021	-	15,510	15,510
	2022	-	15,510	15,510
	2023	-	15,510	15,510
	2024	330,000	7,755	337,755
	Total	\$ 400,000	\$ 69,267	\$ 469,267
		Series 2012 - \$3,510,000		
		Principal	Interest	Total
For the years ending September 30,				
	2020	\$ 290,000	\$ 42,203	\$ 332,203
	2021	300,000	34,808	334,808
	2022	310,000	27,158	337,158
	2023	315,000	19,253	334,253
	2024	315,000	11,220	326,220
	2025-2026	125,000	4,905	129,905
	Total	\$ 1,655,000	\$ 139,547	\$ 1,794,547

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**H. LONG-TERM DEBT - CONTINUED**

***Bonds Payable - Continued***

		Series 2012 - \$1,835,000		
		Principal	Interest	Total
For the years ending September 30,				
	2020	\$ 120,000	\$ 26,519	\$ 146,519
	2021	125,000	23,531	148,531
	2022	130,000	20,418	150,418
	2023	130,000	17,181	147,181
	2024	135,000	13,944	148,944
	2025-2027	425,000	21,291	446,291
	Total	<u>\$ 1,065,000</u>	<u>\$ 122,884</u>	<u>\$ 1,187,884</u>

		Series 2015 - \$4,750,000		
		Principal	Interest	Total
For the years ending September 30,				
	2020	\$ 420,000	\$ 87,020	\$ 507,020
	2021	435,000	77,402	512,402
	2022	450,000	67,441	517,441
	2023	465,000	57,136	522,136
	2024	485,000	46,487	531,487
	2025-2027	1,545,000	71,448	1,616,448
	Total	<u>\$ 3,800,000</u>	<u>\$ 406,934</u>	<u>\$ 4,206,934</u>

		Series 2016 - \$18,000,000		
		Principal	Interest	Total
For the years ending September 30,				
	2020	\$ 745,000	\$ 363,881	\$ 1,108,881
	2021	755,000	346,821	1,101,821
	2022	760,000	329,531	1,089,531
	2023	780,000	312,127	1,092,127
	2024	800,000	294,265	1,094,265
	2025-2029	5,675,000	938,900	6,613,900
	2030-2031	6,375,000	294,494	6,669,494
	Total	<u>\$ 15,890,000</u>	<u>\$ 2,880,019</u>	<u>\$ 18,770,019</u>

**Deferred Outflow on Refunding**

The City has deferred outflow of \$373,180 related to the Series 2015 refunding. This outflow represents the amount of the new bond principal, less issuance costs, that was greater than the current principal balance of the bonds refunded and will be amortized, straight-line, over the life of the Series 2015 Bond. The deferred outflow remaining balance at September 30, 2019, was \$241,203.

**Continuing Disclosure**

The City has entered into a continuing disclosure undertaking to provide Annual Reports and Material Event Notices to the State Information Disclosure Depository of Texas, which is the Municipal Advisory Council. This information is required under SEC Rule 15c2-12 to enable investors to analyze the financial condition and operation of the City.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**I. RESTRICTED NET ASSETS**

At September 30, 2019, net assets restricted by enabling legislation consisted of the following:

	Governmental Activities	Business-Type Activities	Total
Rose Hill Public Improvement District	\$ 116,568	\$ -	\$ 116,568
Tourism	379,952	-	379,952
Debt service	(357,386)	-	(357,386)
Other	199,535	-	199,535
Capital improvements	-	16,852,254	16,852,254
Total restricted net assets	<u>\$ 338,669</u>	<u>\$ 16,852,254</u>	<u>\$ 17,190,923</u>

**J. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts, thefts, damage or destruction of assets, error and omissions, injuries to employees, and natural disasters. During fiscal year 2015, the City obtained general liability coverage at a cost that is considered to be economically justifiable by joining together with other governmental entities in the State as a member of the Texas Municipal League Intergovernmental Risk Pool (TML). TML is a self-funded pool operating as a common risk management and insurance program. The City pays an annual premium to TML for its above insurance coverage. The agreement for the formation of TML provides that TML will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of acceptable risk levels; however, each category of coverage has its own level of reinsurance. The City continues to carry commercial insurance for other risks of loss. There were no significant reductions in commercial insurance coverage in the past fiscal year and settled claims resulting from these risks have not exceeded coverage in any of the past three fiscal years.

**K. PENSION PLAN**

**Plan Description**

The City provides pension benefits for all of its eligible employees through a non-traditional, joint contributory, hybrid defined benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within the options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information (RSI) for TMRS. This report also provides detailed explanations of the contributions, benefits, and actuarial methods and assumptions used by TMRS. This report may be obtained by writing to TMRS, P.O. Box 149153, Austin, TX 78714-9153, or by calling 800-924-8677; in addition, the report is available on TMRS's website at [www.TMRS.com](http://www.TMRS.com).

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City are as follows:

	Plan Year 2017	Plan Year 2018
Employee deposit rate	5.0%	7.0%
Matching ratio (city to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age/years of service)	60/5, 0/20	60/5, 0/20
Updated service credit	0%	0%
Annuity increase (to retirees)	0% of CPI	0% of CPI

At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	7
Inactive employees entitled to but not yet receiving benefits	35
Active employees	<u>71</u>
	<u>113</u>

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**K. PENSION PLAN - CONTINUED**

**Contributions**

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Projected Unit Credit actuarial cost method. This rate consists of the normal cost contribution rate and the prior service cost contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate finances the portion of an active member's projected benefit allocated annually; the prior service contribution rate amortizes the unfunded (overfunded) actuarial liability (asset) over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.

The City contributes to the TMRS Plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect. The actuarially determined required employer contribution rate for calendar years 2018, 2017, and 2016 was 4.36%. The required contribution rate payable by the employee members for calendar years 2017 and 2016 was 5% and in 2018 the rate was changed to 7%.

**Net Pension Asset**

The City's net pension asset was measured as of December 31, 2018, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date.

**Actuarial Assumptions**

The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions:

Actuarial valuation date	December 31, 2018
Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Closed
Remaining amortization period	25 years
Asset valuation method	10 Year smoothed market; 15.00% soft corridor
Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010 - 2014
Mortality	Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB
Other Information:	
Notes	1) Granted 100% ad hoc USC. 2) Increased employee contribution rate from 5% to 7%.

The actuarial assumptions used in the December 31, 2018, valuation were based on the results of an actuarial experience study for the period December 31, 2010 – December 31, 2014.

**Discount Rate**

The discount rate used to measure the total pension asset was 6.75%. System-wide Investment Return Assumption: 6.75% per year, compounded annually, composed of an assumed 2.50% inflation rate and a 4.25% net real rate of return. This rate represents the assumed return, net of all investment expenses.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**K. PENSION PLAN - CONTINUED**

	<u>Change in Net Pension Asset</u>		
	Increase (Decrease)		
	Total Pension Liability / (Asset) (a)	Fiduciary Net Position (b)	Net Pension Liability / (Asset) (a-b)
Balances as of December 31, 2017	\$ 2,842,347	\$ 2,823,706	\$ 18,641
Changes for the year:			
Service cost	473,885	-	473,885
Interest on total pension liability	276,744	-	276,744
Change in benefit terms including substantively automatic status	1,049,303	-	1,049,303
Difference between expected and actual experience	22,226	-	22,226
Effect of assumptions changes or inputs	-	-	-
Benefit payments	(57,375)	-	(57,375)
Administrative expenses	-	(1,635)	1,635
Contributions - employer	-	160,213	(160,213)
Contributions - employee	-	187,603	(187,603)
Net investment income	-	(84,618)	84,618
Benefit payments	-	(57,375)	57,375
Other	-	(85)	85
Net changes	1,764,783	204,103	1,560,680
Balances as of December 31, 2018	\$ 4,607,130	\$ 3,027,809	\$ 1,579,321

**Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate**

The following presents the net pension liability of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension asset would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate.

	1% Decrease 5.75%	Current Discount Rate 6.75%	1% Increase 7.75%
Net pension liability / (asset)	\$ 2,391,256	\$ 1,579,321	\$ 927,339

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued TMRS's comprehensive annual financial report.

**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions**

For the year ended September 30, 2019, the City recognized pension expense of \$316,619. At September 30, 2019, deferred outflows and inflows of resources related to pensions were reported from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual earnings	\$ 96,007	\$ 244,672
Differences between projected and actual earnings	-	55,389
Changes in assumptions	-	19,045
Contributions made subsequent to measurement date	-	195,541
	\$ 96,007	\$ 514,647

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**K. PENSION PLAN - CONTINUED**

The \$195,541 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Years Ending September 30,	
2019	\$ 74,372
2020	42,538
2021	33,844
2022	64,494
2023	5,035
Thereafter	2,816
	\$ 223,099

**Funded Status and Funding Process**

The fund status as of December 31, 2017, is presented as follows:

	(a)	(b)	(c)	(d)	(e)	(f)
Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Funded Ratio (a)/(b)	Unfunded AAL (UAAL) (b) - (a)	Covered Payroll	UAAL as of % of Covered Payroll (d)/(e)
12/31/2016	\$ 2,253,586	\$ 2,379,492	94.7%	\$ 125,906	\$ 2,882,032	4.4%
12/31/2017	2,823,706	2,842,347	99.3%	18,641	3,437,829	0.5%
12/31/2018	3,027,809	4,607,130	65.7%	1,579,321	3,752,058	42.1%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual amounts are compared to past expectations and new estimates are made about the future.

Actuarial calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation, and reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility actuarial in accrued liabilities and the actuarial value of assets. The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability of benefits.

**L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF)**

**Plan Description**

The City also participates in the cost sharing multiple-employer defined benefit group-term insurance plan operated by the Texas Municipal Retirement System (TMRS) known as Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.



**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED**

At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	5
Inactive employees entitled to but not yet receiving benefits	5
Active employees	71
	81

**Contributions**

Due to the SDBF being considered an unfunded OPEB plan, benefit payments are treated as being equal to the employer's yearly contributions for retirees. During the year ended September 30, 2019, the City has not made any contributions to the SDBF.

**Actuarial Assumptions**

The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions:

Actuarial valuation date	December 31, 2018
Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Discount rate	3.71%*
Retirees' share of benefit-related costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68.
Mortality rates - service retirees	Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality rates - disabled retirees	Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3 year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.
Other Information:	
Notes	No benefit changes during the year.

\*The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

The actuarial assumptions used in the December 31, 2018, valuation were based on the results of an actuarial experience study for the period December 31, 2010 – December 31, 2014.

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED**

	<u>Change in Net Pension Asset</u>		
	Increase (Decrease)		
	Total Pension Liability / (Asset) (a)	Fiduciary Net Position (b)	Net Pension Liability / (Asset) (a-b)
Balances as of December 31, 2017	\$ 53,201	\$ -	\$ 53,201
Changes for the year:			
Service cost	6,003	-	6,003
Interest on total pension liability	1,860	-	1,860
Difference between expected and actual experience	(2,490)	-	(2,490)
Effect of assumptions changes or inputs	(5,293)	-	(5,293)
Benefit payments	-	-	-
Administrative expenses	-	-	-
Contributions - employer	-	-	-
Contributions - employee	-	-	-
Benefit payments	-	-	-
Other	-	-	-
Net changes	80	-	80
Balances as of December 31, 2018	\$ 53,281	\$ -	\$ 53,281

**Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate**

The following presents the net pension liability of the City, calculated using the discount rate of 3.71%, as well as what the City's net pension asset would be if it were calculated using a discount rate that is one percentage point lower (2.71%) or one percentage point higher (4.71%) than the current rate.

	1% Decrease 2.71%	Current Discount Rate 3.71%	1% Increase 4.71%
Net pension liability / (asset)	\$ 67,871	\$ 53,281	\$ 42,482

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued TMRS's comprehensive annual financial report.

**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions**

For the year ended September 30, 2019, the City recognized pension expense of \$316,619. At September 30, 2019, deferred outflows and inflows of resources related to pensions were reported from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ 2,233	\$ -
Changes in assumptions and other inputs	4,746	4,401
Contributions made subsequent to measurement date	-	-
	\$ 6,979	\$ 4,401

**CITY OF MANOR, TEXAS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year Ended September 30, 2019**

**L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED**

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Years Ending September 30,	
2019	\$ (230)
2020	(230)
2021	(230)
2022	(230)
2023	(230)
Thereafter	(1,428)
	<u>\$ (2,578)</u>

**M. HEALTH CARE COVERAGE**

During the year ended September 30, 2019, employees of the City were covered by a health insurance plan (the Plan). The City paid premiums of \$416,868 to the Plan. Employees, at their option, authorized payroll withholdings to pay premiums for dependents. All premiums were paid to a licensed insurer. The Plan was authorized by Article 3.51-2, Texas Insurance Code and was documented by contractual agreement.

The contract between the City and the licensed insurer is renewable October 1, and terms of coverage and premium costs are included in the contractual provisions.

**N. COMMITMENTS AND CONTINGENCIES**

**Construction Commitments**

On April 3, 2019, the City approved a contract with Excel Construction Services LLC for \$16,722,300 for Wilbarger Creek wastewater treatment and collection system. This project is still on-going.

**Grant Contingencies**

The City participates in grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the City has not complied with the rules and regulations governing the grants, refunds of any money received may be required, and the collectability of any related receivable may be impaired. In the opinion of the City, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying basic financial statements for such contingencies.

**Litigation**

The City is subject to certain legal proceedings in the normal course of operations. In the opinion of management, the aggregate liability, if any, with respect to potential legal actions will not materially adversely affect the City's financial position, results of operations, or cash flows.

**Arbitrage Rebates**

The City invests portions of bond proceeds during construction of related projects and as reserves for debt retirement after construction is complete. Any interest earned on invested bond proceeds over interest paid on bonds must be paid back to the federal government every five years. As of September 30, 2019, the City's arbitrage liability was \$0.

**O. SUBSEQUENT EVENTS**

On November 6, 2019, the City entered into a contract for street reconstruction and resurfacing. This contract has an estimated cost of \$346,600, of which the City is responsible for \$240,600 and Capital Metro is responsible for \$106,000 and construction will start later in 2020.

On February 5, 2020, the City entered into a contract for the construction of 2 lift stations. This contract has an estimated cost of \$1,931,100 and construction will start later in 2020.

## **REQUIRED SUPPLEMENTARY INFORMATION**



**CITY OF MANOR, TEXAS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) - GENERAL FUND**  
**Year Ended September 30, 2019**

	<b>Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b>REVENUES</b>				
Property taxes	\$ 3,900,331	\$ 3,934,068	\$ 3,959,924	\$ 25,856
Sales taxes	1,020,000	1,290,307	1,309,647	19,340
Franchise taxes	502,000	633,156	632,127	(1,029)
Other taxes	6,000	18,081	18,300	219
Licenses and permits	1,635,575	2,324,072	2,319,518	(4,554)
Charge for services	762,000	1,014,612	1,014,605	(7)
Court and police	717,100	942,134	1,060,761	118,627
Public safety	104,753	234,774	232,727	(2,047)
Interest	-	192,000	191,341	(659)
Other	163,698	2,119,754	237,409	(1,882,345)
Total revenues	8,811,457	12,702,958	10,976,359	(1,726,599)
<b>EXPENDITURES</b>				
General government	2,343,387	4,257,346	2,364,994	1,892,352
Public safety	3,454,331	3,430,200	3,432,094	(1,894)
Streets	768,183	928,131	1,020,855	(92,724)
Municipal court	583,337	598,265	662,491	(64,226)
Development services	699,695	616,404	632,036	(15,632)
Sanitation	975,000	975,000	937,134	37,866
Capital outlay	157,470	130,996	110,931	20,065
Debt payments	-	-	-	-
Interest	-	-	-	-
Total expenditures	8,981,403	10,936,342	9,160,535	1,775,807
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>				
	(169,946)	1,766,616	1,815,824	49,208
<b>OTHER FINANCING SOURCES (USES)</b>				
Capital grants and contributions	-	-	-	-
Transfers (to) from other funds:				
Water and sewer fund	-	-	-	-
Capital projects fund	-	-	-	-
Total other financing sources (uses)	-	-	-	-
<b>NET CHANGE IN FUND BALANCE</b>				
	(169,946)	1,766,616	1,815,824	49,208
<b>FUND BALANCE - BEGINNING OF YEAR</b>				
	2,556,425	2,556,425	2,556,425	-
<b>FUND BALANCE - END OF YEAR</b>				
	\$ 2,386,479	\$ 4,323,041	\$ 4,372,249	\$ 49,208

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**CITY OF MANOR, TEXAS**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**Year Ended September 30, 2019**

**A. GENERAL FUND BUDGETARY ANALYSIS**

**Budgetary Information**

The City Council adopts an annual budget prepared on a non-GAAP cash basis. City management may transfer part or all of any unencumbered appropriation balance within specific categories (i.e., personnel, operations, supplies, or capital outlay) within programs; however, any revisions that alter the total expenditures of the categories must be approved by the City Council. The City, for management purposes, adopts budgets for all funds. Legal budgets are also adopted for all funds, and the legal level of control is the fund level.

Capital projects are funded through capital grants or general obligation debt authorized for specific purposes.

All unused appropriations, except appropriations for capital expenditures, lapse at the close of the fiscal year to the extent they have not been expended or encumbered. An appropriation for capital expenditures shall continue in force until the purpose for which it was made is accomplished or abandoned. No supplemental budgetary appropriations occurred in the debt service fund or in the general fund. Revised budgets, if any, are used for budget versus actual comparisons.

**B. BUDGET VERSUS ACTUAL RESULTS**

Operating revenues in the general fund were less than budgeted by \$1,726,599, and operating expenditures were less than budgeted by \$1,775,807, resulting in an overall operating variance favorable of \$49,208. Due to favorable operating results, there was an overall increase in fund balance of \$1,815,824 for the City's general fund.

There was a budgeted transaction for \$1,834,925 in both revenue and expenses that was the result of an expense and related reimbursement between the General Fund and Water and Sewer System Fund. This amount would be a transfer between funds that nets to zero instead of revenue and expenses. This is the main cause for the variances noted above.



**CITY OF MANOR, TEXAS**  
**REQUIRED SUPPLEMENTAL INFORMATION**  
**SCHEDULE OF CHANGES IN THE CITY'S NET PENSION ASSET/LIABILITY**  
**AND RELATED RATIOS**  
**LAST TEN YEARS\***  
**(Unaudited)**

	<u>2019</u>	<u>2018</u>
<b>Total Pension Liability (Asset)</b>		
Service cost	\$ 473,885	\$ 312,499
Interest on total pension liability	276,744	169,207
Change in benefit terms including substantively automatic status	1,049,303	-
Effect of plan changes	-	-
Difference between expected and actual experience	22,226	39,102
Effect of assumptions changes or inputs	-	-
Benefit payments, including refunds of employee contributions	<u>(57,375)</u>	<u>(57,953)</u>
Net change in total pension liability (asset)	1,764,783	462,855
 Total pension liability (asset), beginning	 <u>2,842,347</u>	 <u>2,379,492</u>
Total pension liability (asset), ending (a)	<u><u>\$ 4,607,130</u></u>	<u><u>\$ 2,842,347</u></u>
 <b>Fiduciary Net Position</b>		
Employer contributions	\$ 160,213	\$ 145,755
Employee contributions	187,603	171,891
Net investment income	(84,618)	312,128
Benefit payments, including refunds of employee contributions	(57,375)	(57,953)
Administrative expenses	(1,635)	(1,619)
Other	<u>(85)</u>	<u>(82)</u>
Net change in fiduciary net position	204,103	570,120
 Fiduciary net position, beginning	 <u>2,823,706</u>	 <u>2,253,586</u>
Fiduciary net position, ending (b)	<u><u>\$ 3,027,809</u></u>	<u><u>\$ 2,823,706</u></u>
 Net pension liability (asset), ending = (a) - (b)	 <u><u>\$ 1,579,321</u></u>	 <u><u>\$ 18,641</u></u>
 Fiduciary net position as a % of total pension liability (asset)	 65.72%	 99.34%
 Covered employee payroll	 \$ 3,752,058	 \$ 3,437,829
 Net pension liability (asset) as a % of covered employee payroll	 42.09%	 0.54%

\* Fiscal year 2015 was the first year of implementation, therefore only five years are shown.

<u>2017</u>	<u>2016</u>	<u>2015</u>
\$ 263,418	\$ 217,127	\$ 131,462
144,524	122,699	103,455
-	-	-
-	-	25,647
11,751	14,209	26,291
-	68,829	-
(99,189)	(16,304)	(41,958)
<u>320,504</u>	<u>406,560</u>	<u>244,897</u>
<u>2,058,988</u>	<u>1,652,428</u>	<u>1,407,531</u>
<u><u>\$ 2,379,492</u></u>	<u><u>\$ 2,058,988</u></u>	<u><u>\$ 1,652,428</u></u>

\$ 96,836	\$ 81,392	\$ 42,366
144,102	126,237	100,392
133,631	2,638	91,356
(99,189)	(16,304)	(41,958)
(1,511)	(1,607)	(953)
(81)	(79)	(78)
<u>273,788</u>	<u>192,277</u>	<u>191,125</u>
<u>1,979,798</u>	<u>1,787,521</u>	<u>1,596,396</u>
<u><u>\$ 2,253,586</u></u>	<u><u>\$ 1,979,798</u></u>	<u><u>\$ 1,787,521</u></u>

<u><u>\$ 125,906</u></u>	<u><u>\$ 79,190</u></u>	<u><u>\$ (135,093)</u></u>
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94.71%	96.15%	108.18%
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\$ 2,882,032	\$ 2,524,736	\$ 2,007,847
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4.37%	3.14%	-6.73%
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**CITY OF MANOR, TEXAS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
**SCHEDULE OF FUNDING PROGRESS**  
**(Unaudited)**

	(a)	(b)	(c)	(d)	(e)	(f)
Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Funded Ratio (a)/(b)	Unfunded AAL (UAAL) (b) - (a)	Covered Payroll	UAAL as a Percentage of Covered Payroll (d)/(e )
12/31/2016	\$ 2,253,586	\$ 2,379,492	94.7%	\$ 125,906	\$ 2,882,032	4.4%
12/31/2017	2,823,706	2,842,347	99.3%	18,641	3,437,829	0.5%
12/31/2018	3,027,809	4,607,130	65.7%	1,579,321	3,752,058	42.1%

**CITY OF MANOR, TEXAS**  
**REQUIRED SUPPLEMENTAL INFORMATION**  
**SCHEDULE OF CHANGES IN THE CITY'S TOTAL OPEB ASSET/LIABILITY**  
**AND RELATED RATIOS**  
**LAST TEN YEARS\***  
**(Unaudited)**

	2019	2018
<b>Total OPEB Liability (Asset)</b>		
Service cost	\$ 6,003	\$ 4,813
Interest on total OPEB liability	1,860	1,648
Effect of plan changes	-	-
Difference between expected and actual experience	(2,490)	-
Effect of assumptions changes or inputs	(5,293)	5,549
Benefit payments	-	-
Net change in total OPEB liability (asset)	80	12,010
 Total OPEB liability (asset), beginning	 53,201	 41,191
Total OPEB liability (asset), ending (a)	<u>\$ 53,281</u>	<u>\$ 53,201</u>
 Covered payroll	 \$ 3,752,058	 \$ 3,437,829
 Net OPEB liability (asset) as a % of covered payroll	 1.42%	 1.55%

\* Fiscal year 2018 was the first year of implementation, therefore only two years are shown.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor and  
Members of the City Council  
City of Manor, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated DATE.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Austin, Texas

DATE

**CITY OF MANOR, TEXAS**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**Year Ended September 30, 2019**

Financial Statement Findings

None



**CITY OF MANOR, TEXAS**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**Year Ended September 30, 2019**

Prior Audit Findings

None